

Lane County, Oregon

FY 08-09 Service Options Sheet

Service: **County Records Retention Management**
 Dept: Management Services
 Program Contact: Annette K. Newingham
 Contact Phone: 4328

BCC Service Priorities:
 Fund: 124 Dept. Org ID: 5540150
 Dept. Priority: 11 of 12
 Fund Priority: of

Executive Summary

The county archive program complies with statutory record retention requirements assuring the preservation of records essential to the needs of Lane County staff and citizens. The program also manages the destruction of records without continuing value.

State/Federal Mandate

ORS Chapter 192 and Oregon Administrative Rules 166-005-0000 through 166-126-0010

Outcome Measure/s

Elimination of this program would require each department within Lane County to establish, maintain, and manage its own records meeting statutory requirements. The redundancy created could exceed current expenses. All records may need to be returned to original department to maintain security of some records.

Service Level Descriptions. Level 1 (very bottom) = Threshold Level Below Which Service Cannot Be Provided

X=Funded	Proposed Service Funding >>	Other Funds	Expense	Total General Fund	FTE
		44,372	28,117	(16,255)	0.00
X	Level 1:	44,372	28,117	(16,255)	0.00

This program provides basic archive services already. Services include the destruction of records no longer required to be retained to allow for acceptance of new records, or space at the Delta warehouse would not meet demands. If there wasn't adequate funds to maintain, the program would have to be eliminated and each department would need to maintain their own record retention programs.

Ver: 12/18/07d-ji

- "Shall" Mandate
- Related Mandate
- No Clear Mandate
- Highly Leveraged to County provided service (100% return or greater)
- Leverages Funds to County
- Leverages Funding for Citizens and/or Community Organizations

Leverage Details

At the FY 07-08 level of service, the	\$0	back to the General Fund
GF portion of this program leverages:	\$0	into other County Funds
	\$0	directly or via subcontract to community orgs
	\$0	directly to citizens via services provided
0		General Fund Leverage Ratio

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.

Please use this space to explain the Proposed Service Level Funding impact on leverage of the varying levels of service described above.

The program is supported by indirects from other departments.