

Lane County - Service Option Sheet - FY 16-17 Proposed

SOS C11 County Records Retention Management

Service Category: Central Services

Dept: CAO Operations - Archives County Clerk's Office

Mandate: None

Related

SHALL

Contact: Jeanne Sun 682-6746

Leverage: None

Some

HIGH

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.

Service Level Descriptions (Read from bottom up. Level 1 = minimum viable service level.)

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$30,392	\$36,696	\$6,304	0.25
Level 1: Threshold - reductions to this level results in elimination of service	\$30,392	\$36,696	\$6,304	0.25

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State/Federal Mandate

Government, the state and its political subdivisions, have a responsibility to ensure orderly retention and destruction of all public records to such records, wherever they may be found in Oregon, whether current or noncurrent, and to ensure the preservation of such public records of value for administrative, legal and research purposes. ORS 192.001, ORS Chapter 192 and Oregon Administrative Rules 166-005-0000 through 166-126-0010 Failure to meet the requirements of these laws could result in litigation.

Leverage Details

The General Fund portion of this program leverages the following:

\$0	back to the Discretionary General Fund
\$0	into other non discretionary County Funds
\$0	directly to community members via service provided

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.