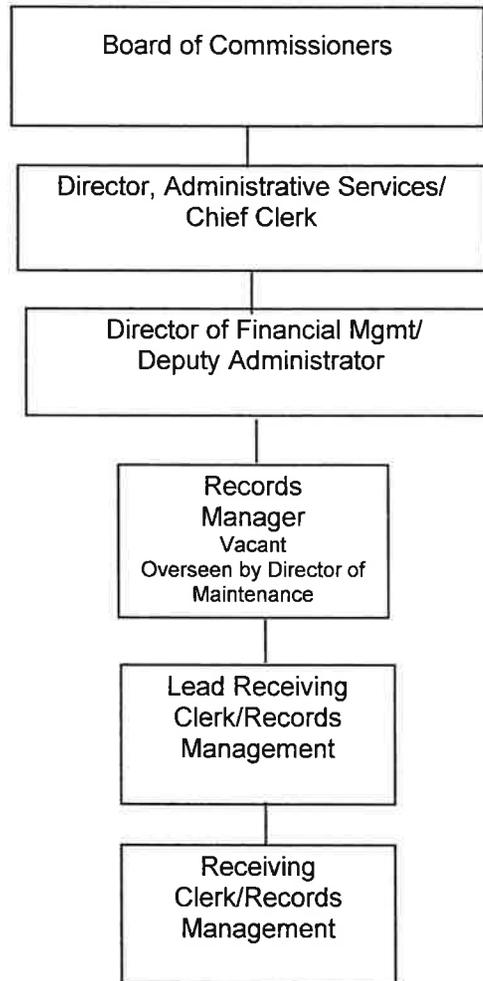


Records Management



**CENTRE COUNTY GOVERNMENT
2016 BUDGET**

<p>Function: General Government - Administrative</p> <p>Fund Type: General Fund</p>	<p>Department: Records Management</p>
<p>Description:</p> <p>The Records Management Office provides a full range of records management services to all county offices. These services include electronic imaging, records storage, and disposal. This office also provides advice and guidance on Records Management issues, including imaging, records retention and disposal, and workflow; stores inactive records for 40 county offices; provides for and monitors security storage of electronic media and original microfilm to ensure preservation of permanent records. The Records Manager works with the County Records Management Improvement Committee to create and maintain a comprehensive County Government Records Management plan, and to implement programs initiated by the Committee and approved by the Board of Commissioners.</p>	<p>Highlights/Goals:</p> <ul style="list-style-type: none"> • Maintained over 16,000 cubic feet of records for 40 county offices. • Processed more than 10,000 requests for archived files/interfiles. • Worked with the County Records Improvement Committee to approve projects funded by the Records Improvement Fund. • Managed centralized shredding services for all county offices, saving time, manpower, and money.

**CENTRE COUNTY GOVERNMENT
2016 PROGRAM SUMMARY**

	<u>STATUTORY AUTHORITY</u>	<u>COMMISSIONERS INITIATIVE</u>	<u>MANDATED PROGRAMS</u>
Records Management PROGRAMS			
County Records Improvement Committee	Act 8 of 1998		X
Electronic Image & Microfilm Security		X	
Storage & Retrieval		X	
Electronic Imaging Project		X	
Floors Plans & Office Layout		X	
Historic Records Imaging Project		X	
Records Management Center	Historical Commission		X

RECORDS MANAGEMENT

ACCT#	Account Title	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Budget
58690	INT CREDIT INDIRECT COST	\$24,896	\$23,416	\$29,702	\$31,638	\$18,651
Total		\$24,896	\$23,416	\$29,702	\$31,638	\$18,651
65110	SALARIES AND WAGES-REG	\$72,321	\$70,253	\$41,734	\$55,431	\$60,805
65211	BENEFITS-FICA	\$5,174	\$5,194	\$3,080	\$4,148	\$4,652
65212	BENEFITS-RETIRMNT CONTRIB	\$7,984	\$7,687	\$3,675	\$4,098	\$5,381
65213	BENEFITS-GROUP INSURANCE	\$21,783	\$16,594	\$8,489	\$7,449	\$7,778
65214	BENEFITS-U/C INSURANCE	\$250	\$226	\$346	\$287	\$418
65215	BENEFITS-W/C INSURANCE	\$240	\$187	\$19	\$46	\$56
65330	CONTRACTED PROFESSIONAL	\$5,256	\$4,170	\$0	\$7,000	\$7,000
66101	OCCUPANCY-GENERAL	\$47,379	\$56,622	\$73,326	\$66,000	\$66,000
66220	TELEPHONE	\$1,303	\$1,100	\$257	\$500	\$500
66230	POSTAGE	\$0	\$52	\$0	\$50	\$50
66250	PHOTOCOPY	\$83	\$123	\$236	\$200	\$200
66310	SUPPLIES-GENERAL OFFICE	\$312	\$269	\$273	\$300	\$300
66630	INSURANCE & BOND PREMIUM	\$385	\$297	\$160	\$396	\$408
88604	INT CHARGE DP USAGE	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
88610	INT CHARGE FLOATERS	\$5,477	\$6,274	\$1,431	\$0	\$0
88652	INT CHARGE VEHICLE USE	\$0	\$2	\$0	\$0	\$0
88681	INT CHARGE IT INFRASTRCTR	\$2,520	\$2,940	\$2,940	\$2,100	\$2,100
Total		\$175,266	\$176,790	\$140,767	\$152,805	\$160,448
Net Use General Fund		\$24,896	\$23,416	\$29,702	\$31,638	\$18,651

Dept Number	Department Name		2016
143	Records Management		Budget
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>	
65330	Contract Professional	Shredding of disposed documents	7,000
		TOTAL	7,000
66101	Occupancy	Automated Records Centre (offsite storage)	66,000
		TOTAL	66,000
66220	Phone	Estimated telephone usage	500
		TOTAL	500
66230	Postage	Estimated postage	50
		TOTAL	50
66250	Copies	Estimated copying costs	200
		TOTAL	200
66310	Office Supplies	Supplies	300
		TOTAL	300
66630	Insurance	Insurance costs	408
		TOTAL	408

RUN DATE: 11-20-15
RUN TIME: 16:25:28
RUN USER: lskerns

CENTRE COUNTY GOVERNMENT
BUDGET REPORT
DEPARTMENT: 143 RECORDS MANAGEMENT

PAGE NUMBER: 1
RPT ID: CM_BUDGETRPT

LABEL	CONTRACT TYPE / REQUEST TYPE	PROVIDER / REQUESTOR	BOC / AUTO RENEW	BEGIN / END
143-1045-2553	SERVICE - NONPROVIDER OR TECHNICAL RENEWAL OF CONTRACT	AUTOMATED RECORDS CENTRE INC BRAD TAYLOR	09/01/2015 YES	09/01/2015 08/31/2017
	FEDERAL: 0 STATE: 0 COUNTY: 7,000 MATCH: 0		TOTAL: 7,000	
	NOTES: CONFIDENTIAL DOCUMENT DESTRUCTION AGREEMENT WITH AUTOMATED RECORDS CENTRE, INC. D/B/A SHREDPLUS. TERM IS 2 YEARS. AGREEMENT WILL AUTOMATICALLY RENEW FOR SUCCESSIVE 1 YEAR TERMS UNLESS WRITTEN NOTICE OF NONRENEWAL BY EITHER PARTY TO THE OTHER NOT LESS THAN 90 DAYS PRIOR TO END OF TERM. RATE SCHEDULE ATTACHED. CONTRACT AMOUNT PER AGENDA FORM.			
	1 - NUMBER OF OPEN CONTRACTS FOR RECORDS MANAGEMENT			

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