

## Lane County - Service Option Sheet - FY 10-11 PROPOSED BUDGET

Service:	<b>County Records Retention Management</b>	Service Category:	Central Services
Dept:	County Counsel - County Clerk's Office	Mandate:	None      Related <b>SHALL</b>
Contact:	Cheryl Betschart 682-4326	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.

### Performance Data

Measure	FY 07-08 Actual	FY 08-09 Actual	Results	FY 09-10 Target
# of archive boxes retained > 6 mos past purge date	60	57	Below Target	100

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

	Other Funds	Expense Total	General Fund	FTE
<b>Budget Committee Request Packages</b>			\$0	

	Other Funds	Expense Total	General Fund	FTE
<b>Proposed Budget Total</b>	\$34,900	\$33,248	(\$1,652)	0.25
<b>Current Service Level Total</b>	\$34,900	\$33,248	(\$1,652)	0.25
<b>Level 1: Threshold</b> - <i>reductions to this level results in loss of service</i>	\$34,900	\$33,248	(\$1,652)	0.25

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