

**Lane County - Service Option Sheet - FY 20-21 Proposed**

SOS C3: **County Records Retention Management**

Service Category: General Government

Dept: CAO Operations - Archives County Clerk's Office

|                 |             |         |              |
|-----------------|-------------|---------|--------------|
| <b>Mandate</b>  | None        | Related | <b>SHALL</b> |
| <b>Leverage</b> | <b>None</b> | Some    | HIGH         |

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**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 Descriptions**

|                              | Revenue  | Expense Total | General Fund | FTE  |
|------------------------------|----------|---------------|--------------|------|
| <b>Proposed Budget Total</b> | \$28,442 | \$33,780      | \$5,338      | 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 (child support payments) |