

1304 - County Records Mgt Fund	Actual 2015 / 2016	Actual 2016 / 2017	Budget 2016 / 2017	Budget 2017 / 2018	Requested Increase/ Decrease	Requested Budget 2018 / 2019
5123 Salaries - Regular	39,649	109,256	144,481	144,518	Enter on Tab 5	144,518
5150 Employee Benefits	11,562	40,608	50,283	61,425		61,425
6213 Trf to Special Revenue Fnd	54,883	-	-	-		-
	106,095	149,864	194,764	205,943	-	205,943

By checking this box, I acknowledge that I have reviewed this form and have chosen to NOT request any changes for the 2018/2019 budget year.

Received by e-mail: 05/11/18
Reviewed request: 05/28/18 LAD
Entered into O/S: NO CHANGES
Reviewed in O/S: NO CHANGES

Nueces County, Texas

2018 / 2019 Fiscal Year

Description and Goals

Department 1304 - County Records Mgt Fund

Current Department Description:

This Special Fund is supported by fees collected by the District and County Clerks for filing documents (other than those for which the County Clerk records management fee is collected) and expended only for approved records management, resources and automation projects as directed by the County Judge and approved by Commissioners Court.

Please provide a list of departmental SHORT-TERM goals and objectives for the 2018 / 2019 Fiscal Year

Goals in this department are synonymous with department 1470 (goals duplicated below):

- * Continue to manage records for offices and departments efficiently.
- * Continue to optimize the destruction process.
- * Continue to optimize the imaging/scanning process.

Please provide a list of departmental LONG-TERM goals and objectives for the 2018 / 2019 Fiscal Year

Goals in this department are synonymous with department 1470 (goals duplicated below):

- * Assist departments in the proper cataloging and labeling of boxes for storage.
- * Destroy records that have met or exceeded the retention dates as set by the heads of departments, offices, or the Texas State Library and Archives Commission.
- * Improve space management to allow offices and departments to offload their storage to the records warehouse.