

**RECORDS**  
**FUND NO. 672**  
**ACCOUNT NO. 0407**

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***DESCRIPTION***

The Records Division is responsible for preparation of City Council/ Redevelopment Agency agendas and minutes; maintenance of vital and historical records; indexing City Council actions and documents; researching records as requested; ensuring that official documents are executed, published, and distributed; and serving as general contact for citizen and business inquiries. In addition, the Division is responsible for ensuring timely filing of all Fair Political Practices Commission forms regarding elections and annual economic interests reports. The Records Division administers the application and appointment process for City Boards and Commissions.

***MISSION***

The mission of the Records Division is to provide efficient and professional support services to the employees and citizens of Merced by maintaining a complete, accurate, and centralized historical record depository of City business.

***GOALS***

- ◇ Administer electronic imaging program for recording official documents and indexing City Council and Redevelopment Agency minutes.
- ◇ Administer program for retrieval of records and information.
- ◇ Administer citywide computer imaging program for department historical and official records.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

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| 1. Maintain electronic imaging records retention program and provide training as needed of all new users in retrieval of information stored relating to all official and historical City documents. | Semi annual training will be scheduled for all new users. Individual training will be on an "as needed" basis and conducted through June 30, 2006. |
| 2. Maintain as a first priority, the accurate indexing and processing of official documents and Council actions.  | Electronic imaging process and information retrievable within one week of any given Council/Agency meeting.  |

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| 3. Provide imaging services to all City departments for indexing and processing of historical records.   | Reduction in time spent in hard-copy filing tasks. Increased efficiency in information retrieval.  |
| 4. Promptly provide public information to community members upon request in support of Council goal to increasing community information and education. | Electronic imaging of entire City Council Agenda packet. Post City Council/Redevelopment Agency Agenda and backup material on the City's web page by January 1, 2006. Decrease in telephone, written, and personal requests for information. |
| 5. Maintain the records retention schedule for City Council historical records.  | Retention schedule allows for destruction of records that become obsolete and are no longer an asset.  |

### ***2005-2006 BUDGET HIGHLIGHTS***

A significant change in expenditures in this budget is to provide monies for the 2005 Municipal Election. No other changes in program direction, expenditures or revenues are anticipated during the fiscal year.