

RECORDS
FUND NO. 672
ACCOUNT NO. 0407

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 computer 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 computer 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. | Completion of training of all new users by June 30, 2004. |
| 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. |

RECORDS

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| 3. Provide imaging services to all City departments for indexing and processing of historical records. | Commence data entry program by July 1, 2003. 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. Establish a link on the City's web page to the imaging application by December 1, 2003. Decrease in telephone, written, and personal requests for information. |
| 5. Develop a records retention schedule for City Council historical records. | Review of inventory will commence by July 1, 2003. Retention schedule will allow for destruction of records that become obsolete and are no longer an asset. |

2003-2004 BUDGET HIGHLIGHTS

The Deputy City Clerk's position has been underfilled with a Records Clerk and the Records Coordinator has been deputized to assist the City Clerk.

A significant change in the Records Division budget is the result costs associated with the municipal election to be held in November 2003. There are three Council seats up for election, as well as the Mayor's position.