Unit Name:	Archives and Records Management (part of the Information Technology Department)

Service is essential to the operation of the college

Archives and Records Management consists of two separate functions:
• **Archives** is responsible for technical activities associated with the operation of the archives and records management program; setting up records retention schedules and deciding which College records to maintain in permanent collections according to State and federal laws and College policies.
• **Records Management** is responsible for producing and maintaining an accurate, high quality, readable and catalogued microfilm record of all documents submitted to the records management program for filming; and to clearly catalogue and label microfilm content for retrieval purposes.

Functions performed by unit that are critical/essential to operations of the college	Consequences of not performing service	Legal, regulatory, board policy, contractual citations	Other options for performing service	Why is the service "essential"?
Establish records retention schedules	Possible non-compliance with records retention schedules.	Oregon Administrative Rules specify records retention schedules for community colleges	Educate each department about state mandated records retention schedules.	The college is obligated to understand the legal requirements for records retention.
Maintain an archive of legally required records.	Possible non-compliance with records retention schedules.	Oregon Administrative Rules specify records retention schedules for community colleges	Each department could retain their own documents.	The college is obligated to follow the OAR schedules.
Film, process and store critical college documents.	Documents retained as paper copies; increase in file space needed; slower access to older records.		Document imaging is a more efficient and current technology for performing this service but is not yet fully implemented.	Each of these offices frequently needs to consult older records for students and staff.

Functions performed by unit that are not critical to operations of the college	Consequences of not performing service	Legal, regulatory, contractual citations	Other options for performing service	
Maintain an archive that preserves material of historical value for research or reference.	There would be no organized, centrally preserved record of the college history.	None.	Unknown.	
Conduct oral histories, develop the collection, conduct research on college history and develop displays of archives materials.	Reduced knowledge of, and access to, the story of the development and history of the college.	None.	Unknown.	
Store paper copies of documents that have been microfilmed.	Less space required to reduntantly store documents; less document handling.	None.		

Unit Name: Archives/Records								

Cost of service

	FY00-01	FY00-02	FY00-03	FY00-04	FY00-05	FY05-06 Adopted Budget	FY05-06 Estimated Actual	FY06 Current FTE (Managers & Classified)
RESOURCES								Managers: 0
General Fund **Allocation**								Classified: 2
(including transfers from GF)			110,333	113,062	118,460	124,074	124,071	Faculty:
Other Revenue/Allocation (list):								
Total Resources Available	-	-	110,333	113,062	118,460	124,074	124,071	
ACTUAL EXPENDITURES								
Salaries + OPE								
Managers								
Faculty								
Faculty PT/Overload								
Classified			98,872	101,529	106,012	109,152	109,152	
Part-time 04/Overtime								
Total Salaries + OPE	-	-	98,872	101,529	106,012	109,152	109,152	
M&S			11,147	11,510	12,365	14,919	14,919	
Workstation Replacement								

Unit Name:	

Cost Effectiveness

Comparitor	Annual Cost	Cost Basis	Function	FTE	Notes
Outsourcing (list options)					
Records Management	Unknown				There are companies that will provide this service; insufficient time to resource the costs or service implications.
Other OCC Schools (list)					
					Responses from SOCC, ChCC, UCC,RCC, TVCC, PCC, LBCC, CGCC
Records Management					4 of 8 using document imaging, 3 only paper, 1 implementing document imaging
Archives function					8 of 8 report no archives position
Archives space					5 of 8 report no physical archives space, 2 in closets, 1 planning space next year
Archives legal document preservation					6 of 8 reports saving the paper, 2 uses only document imaging, 3 are implementing document imaging
Other (list)					
Records Management			Convert to document imaging		This moves us to a current technology; requires implementation effort and additional work in affected departments. Financial Aid is the model for this.

Unit Name:	Archives and Records Management					
Utilization						
Indicator	**FY00-01**	**FY01-02**	**FY02-03**	**FY03-04**	**FY04-05**	**FY05-06 YTD**
Records Management						
Documents filmed: Student Accounts		18,183	19,006	22,385	17,336	9,839
Documents filmed:Human Resources		53,935	41,540	30,080	17,335	8,765
Documents filmed: Student Records		23,302	19,337	32,587	17,558	13,183
Documents filmed: Public Safety		4,788			3,114	
Microfiche Updated: Student Accounts		5,635	5,640	6,360	4,950	2,940
Microfiche Updated: Humand Resources		7,275	7,650	7,760	6,880	3,540
Archives						
Accessions (boxes)		541	552	413	437	560
Destructions (boxes)		542	217	66	479	534
Retrievals		1,196	1,424	1,611	1,297	1,309
Holdings		4,044			4,452	