

BEFORE THE BUDGET COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF RECOMMENDING)	RESOLUTION NO. 90- <u>1236</u>
TO THE BUDGET COMMITTEE THAT THE)	
SOLID WASTE DEPARTMENT RECORDS)	
MANAGEMENT SYSTEM REQUEST BE)	Introduced by Tom DeJardin,
APPROVED)	Metro Councilor

WHEREAS, The Solid Waste Department Management Services Division has requested \$50,000 to implement a records management system for the Department; and

WHEREAS, The capability to provide records access and information retrieval in a timely and organized manner is essential for the efficient operation of a major department of Metro; and

WHEREAS, The records of the Department are in serious need of organization, purging and archiving; and

WHEREAS, The Department has for the last three years made various attempts to rectify the problem to properly organize the records and files and has not been able to accomplish it without independent, outside assistance; and

WHEREAS, This capability is being requested for a second time in the 1990-91 fiscal year, having been first requested in 1989-90 at an estimated cost of \$40,000; and

WHEREAS, The needs for the records management system have grown since the original request, thus necessitating an increase in the requested amount; and

WHEREAS, A comprehensive analysis of the department's records would be accomplished and a structure devised to retrieve and circulate information efficiently and promptly, and training

of staff in maintenance of the system would be achieved if the system were funded for implementation; now therefore,

BE IT RESOLVED, That the Council Solid Waste Committee recommends that the Metro Budget Committee approve this and recommend Council approval of this request during the 1990-91 fiscal year budget process.

ADOPTED by the Budget Committee of the Metropolitan Service District this ____ day of _____, 1990.

NOT CONSIDERED
George VanBergen, Chair, Finance Committee