

**DRAFT**

Fiscal Year 2021

8-20-21 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
E UNALLOCATED CONTINGENCY

**Action Required**

Finance and Audit Committee  
2/3's County Board

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Performance, Strategy, and Budget (PSB), and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2021 appropriations of the respective listed

1)	<u>From</u>	<u>To</u>
1151 – Department of Administrative Services		
60314 – Records Center Charges		\$400,000
<u>1945 – Appropriation for Contingency</u>		
78950 – Unallocated Contingency	\$400,000	

The Director of the Department of Administrative Services requests an appropriation transfer of \$400,000 for the costs associated with destroying 75,000 eligible boxes of records stored with the vendor, Vital Records Control (VRC).

There are about 150,000 total boxes of county records stored with vendor VRC and 50% of these boxes are past their retention period and are eligible to be destroyed. The current annual cost for the storage of the 75,000 boxes of records that are eligible to be destroyed is \$146,250. The total one-time cost to destroy these records with vendor VRC is \$400,000. While the payback period is almost 3 years, this will provide a significant savings over time in storage costs as it will significantly reduce the number of boxes stored with VRC.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE AUGUST 20, 2021.