

**RESOLUTION TO ESTABLISH ARCHIVES AND RECORDS MANAGEMENT  
FEES FOR DOCUMENTS FILED IN CERTAIN OFFICES OF  
MONTGOMERY COUNTY GOVERNMENT**

**WHEREAS**, Tennessee Code Annotated, Section 10-7-408, authorizes county legislative bodies to establish and collect an Archives and Records Management Fee not to exceed five dollars (\$5.00) per document filed in certain county offices, with the funds collected through this fee to be designated exclusively for duplicating, storing, and maintaining any records required by law to be permanently kept; and

**WHEREAS**, the Montgomery County Legislative Body, having established a County Public Records Commission as required by law, has determined that it is in the best interest of Montgomery County that such an Archives and Records Management Fee be established and collected in offices in Montgomery County.

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery County Board of Commissioners, assembled in regular business session this the 14<sup>th</sup> day of November, 2011, that:

**SECTION 1.** An Archives and Records Management Fee is hereby established in the amount of five dollars (\$5.00) on documents filed in offices of Montgomery County. This fee will apply for certain documents in the following offices: **Highway Department; Building and Codes; County Clerk; Clerk & Master; Circuit Court Clerk; Juvenile and General Sessions; and Court Safety.**

**SECTION 2.** The Archives and Records Management Fee shall be collected by the above mentioned offices beginning March 1, 2012.

**SECTION 3.** The funds collected through this fee shall be remitted to the County General Fund to be appropriated exclusively for use by Montgomery County for duplicating, storing and maintaining records required by law to be permanently kept.

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Archives and Records Management Fee for Documents Filed in Certain Offices  
Estimated Revenue

	<u>FY11-12 Mar-June</u>	<u>FY12-13</u>
Highway Department	\$616	\$1,850
Building & Codes	\$3,688	\$11,065
County Clerk	\$86,000	\$260,000
(initial start-up)	(\$17,500)	(\$65,500) (additional start-up and ongoing P/T)
Clerk & Master	\$1,833	\$5,500
Circuit Court Clerk	\$28,677	\$86,000
		(\$80,000) (initial start-up cost)
		(\$45,000) (ongoing F/T + benefits)
Juvenile & General Sessions	\$525	\$1,575
Court Safety	\$600	\$1,800
Estimated Revenue	\$121,939	\$367,790
Initial Start-up Costs	(\$17,500)	(\$190,500)

**SECTION 4.** This resolution shall be effective upon its passage and approval, the public welfare requiring it.

**NOW, THEREFORE, BE IT FURTHER RESOLVED,** that the funds collected and expended in the current fiscal year from March 1, 2012 through June 30, 2012 be detailed as listed below:

101-00000-00000-00-43365 Archives and Records Management Fee	\$121,939.00
101-52600-00000-00-53990 Other Contracted Services	5,000.00
101-52600-00000-00-57090 Other Data Processing Equipment	12,500.00
<b>Total Increase to FY12 Fund Balance</b>	<b>\$ 104,439.00</b>

The Director of Accounts and Budgets shall establish the necessary accounts providing for the related revenues and expenditures listed herein, this resolution intended to have the effect of appropriation to that purpose accordingly.

**Duly passed and approved this the 14<sup>th</sup> day of November, 2011.**

Sponsor Caroly Bowers

Commissioner Joe Cook

Approved Caroly Bowers  
County Mayor

Attested Kerrie A Jackson  
County Clerk

11-11-4

On Motion to Adopt by Commissioner Creek, seconded by

Commissioner Gannon, the foregoing Resolution was Adopted by the

following roll call vote:

Jerry Allbert	Y	John Fuson	Y	Robert Nichols	Y
Ed Baggett	Y	John M. Gannon	Y	Keith Politi	Y
Mark Banasiak	Y	John M. Genis	Y	Mark Riggins	Y
Jeremy Bowles	Y	Robert Gibbs	Y	Nick Robards	Y
Martha Brockman	Y	Dalton Harrison	Y	Ron J. Sokol	Y
Joe L. Creek	Y	Charles Keene	Y	Tommy Vallejos	Y
Glen Demorest	Y	Lettie Kendall	Y		

Ayes - 20 Abstentions - 0 Noes - 0

ABSENT: Loretta Bryant (1)