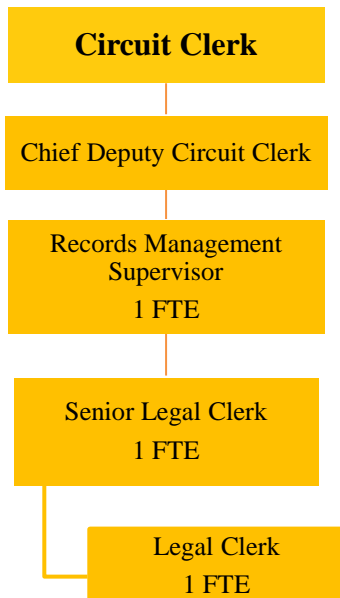


# COURT DOCUMENT STORAGE

## Fund 671-030



Court document storage fund positions: 3 FTE

The Circuit Clerk Document Storage Fund, established by 705 ILCS 105 et seq. contains revenue derived from a \$15.00 fee assessed on virtually all court cases. This fee was established at \$5.00 by County Board Resolution No. 3477 on August 16, 1994. The fee was increased to \$10.00 for Small Claims civil cases and may appear traffic cases and \$15.00 on all other cases by County Board Resolution No. 8660 and effective October 1, 2013. The purpose of this fund is to defray the County's cost of establishing and maintaining a document storage system, including the cost of converting to electronic or micrographic storage. The statutory maximum for this fee is \$25.00. All expenditures from this fund must be approved by the Clerk of the Circuit Court.

### ***MISSION STATEMENT***

***The mission of the Office of the Clerk of the Circuit Court is to serve the citizens of Champaign County in a timely, efficient, and ethical manner. All services, information, and court records will be provided with courtesy and cost efficiency.***

### ***BUDGET HIGHLIGHTS***

Expenditures from the Fund include: (1) microfilming files as required by statute (approximately \$35,000 annually); the maintenance of the website and public access lookup system (\$13,000 annually); replacement of large equipment such as scanners (\$20,000 annually, replacing one of the five scanners each year on a rotating basis); replacement of microfilm machine required by statute (\$20,000 every 10-15 years); the purchase of will cabinets (\$5,000 every three years or as needed). The fund also covers more than \$140,000 in personnel costs. All of these expenses are deemed essential to the operation of the Office of the Circuit Clerk and would otherwise pose a burden on the General Corporate Fund.

The expenses required to store, preserve, and provide public access to court documents have remained fairly constant throughout the last several years. Revenue was declining steadily, which necessitated a fee increase in FY2013. The largest expense each year is sending files to be microfilmed as required by Illinois statute.

Without microfilming, the requirement would be to keep the paper files indefinitely. As it stands, there is not adequate physical space to house these documents in archival condition. The Champaign County Historical Archives (located in the Urbana Free Library) has housed, indexed, and made publically available, over 77,000 Champaign County court case files. However, though Champaign County court records comprise more than a third of the collection maintained from Champaign County, the Circuit Clerk only began compensating the Archives for this service in FY2015. We will continue to include that compensation in our FY2018 budget.

For FY 2016 and FY 2017 we are budgeting for a deficit for Document Storage. A large on going concern for the Circuit Clerk's office is the evidence and storage room. Typically evidence can only be destroyed once the defendant has deceased as it must be made available for any future court proceeding. We estimate that we are currently operating at 120% capacity for this room. Without the ability to acquire additional secure locations for storage within the Courthouse we are planning to renovate our current space and establish new storage procedures to maintain better usage. This project will continue through FY 2019.

On March 31, 2017, the Circuit Clerk's office began permissibly accepting electronically filed Civil cases documents. This is part of the Illinois Supreme Court's mandate to begin statewide e-filing as of January 1, 2018. The Illinois Supreme Court also released a new Manual on Recordkeeping that was effective April 1, 2017. The new Manual provided many new changes due to e-filing and included the ability to destroy all documents, civil and criminal, 30 days after filing. This would remove the need to store files in the office and the delivery of files to the Circuit Court. By not storing files in the office and in the basement storage, the office would be able to make better use of our space and eliminate the annual expense of repairs on the storage cabinets. This would allow the Circuit Clerk to use the entire basement storage for evidence collection, storage and distribution. This would greatly diminish the amount of time and resources that need to be devoted to the evidence project.

Eliminating the need for files and the delivery of files, the Circuit Clerk could cease purchasing \$20,000 a year in files and labels, reassign several staff members to new duties, and save much needed staff time in searching for and delivering files. The Records department would be able to spend time getting documents scanned that were not previously scanned when filed in the office, notably before 2013. If allowed to go paperless, the Circuit Clerk's office estimates that this could save as much as \$70,000 in the 2018 and as much as \$126,000 a year starting in 2019.

## **FINANCIAL**

| <b>Fund 671 Dept 030</b> |    |                          | <b>2017</b>      | <b>2018</b>      | <b>2018</b>      | <b>2019</b>      |
|--------------------------|----|--------------------------|------------------|------------------|------------------|------------------|
|                          |    |                          | <b>Actual</b>    | <b>Original</b>  | <b>Projected</b> | <b>Budget</b>    |
| 341                      | 10 | COURT FEES AND CHARGES   | \$219,231        | \$240,475        | \$240,475        | \$245,000        |
|                          |    | FEES AND FINES           | \$219,231        | \$240,475        | \$240,475        | \$245,000        |
| 361                      | 10 | INVESTMENT INTEREST      | \$1,228          | \$750            | \$1,200          | \$1,500          |
|                          |    | MISCELLANEOUS            | \$1,228          | \$750            | \$1,200          | \$1,500          |
| <b>REVENUE TOTALS</b>    |    |                          | <b>\$220,459</b> | <b>\$241,225</b> | <b>\$241,675</b> | <b>\$246,500</b> |
| 511                      | 3  | REG. FULL-TIME EMPLOYEES | \$99,590         | \$102,475        | \$102,475        | \$102,476        |
| 511                      | 9  | OVERTIME                 | \$219            | \$500            | \$500            | \$500            |

| Fund 671 Dept 030         |    |                            | 2017<br>Actual   | 2018<br>Original | 2018<br>Projected | 2019<br>Budget   |
|---------------------------|----|----------------------------|------------------|------------------|-------------------|------------------|
| 513                       | 1  | SOCIAL SECURITY-EMPLOYER   | \$7,464          | \$7,839          | \$7,839           | \$7,839          |
| 513                       | 2  | IMRF - EMPLOYER COST       | \$8,236          | \$8,444          | \$8,444           | \$6,067          |
| 513                       | 4  | WORKERS' COMPENSATION INS  | \$548            | \$564            | \$564             | \$666            |
| 513                       | 5  | UNEMPLOYMENT INSURANCE     | \$723            | \$744            | \$744             | \$744            |
| 513                       | 6  | EMPLOYEE HEALTH/LIFE INS   | \$25,115         | \$31,647         | \$31,647          | \$30,247         |
|                           |    | PERSONNEL                  | \$141,895        | \$152,213        | \$152,213         | \$148,539        |
| 522                       | 1  | STATIONERY & PRINTING      | \$0              | \$30,000         | \$27,029          | \$20,000         |
| 522                       | 2  | OFFICE SUPPLIES            | \$24,875         | \$25,000         | \$25,000          | \$10,000         |
| 522                       | 44 | EQUIPMENT LESS THAN \$5000 | \$6,748          | \$5,000          | \$5,000           | \$5,000          |
|                           |    | COMMODITIES                | \$31,623         | \$60,000         | \$57,029          | \$35,000         |
| 533                       | 7  | PROFESSIONAL SERVICES      | \$113            | \$0              | \$0               | \$0              |
| 533                       | 29 | COMPUTER/INF TCH SERVICES  | \$21,231         | \$1,500          | \$5,945           | \$1,500          |
| 533                       | 36 | WASTE DISPOSAL & RECYCLNG  | \$610            | \$1,000          | \$1,000           | \$1,000          |
| 533                       | 42 | EQUIPMENT MAINTENANCE      | \$28,458         | \$15,000         | \$36,434          | \$15,000         |
| 533                       | 50 | FACILITY/OFFICE RENTALS    | \$13,000         | \$13,000         | \$8,025           | \$13,000         |
| 533                       | 52 | OTHER SERVICE BY CONTRACT  | \$5,000          | \$1,000          | \$1,000           | \$1,000          |
| 533                       | 71 | BLUEPRINT,FILM PROCESSING  | \$1,854          | \$30,000         | \$14,567          | \$30,000         |
| 533                       | 85 | PHOTOCOPY SERVICES         | \$5,168          | \$10,000         | \$10,000          | \$10,000         |
|                           |    | SERVICES                   | \$75,434         | \$71,500         | \$76,971          | \$71,500         |
| 544                       | 33 | OFFICE EQUIPMENT & FURNIS  | \$1,401          | \$20,000         | \$17,500          | \$0              |
|                           |    | CAPITAL                    | \$1,401          | \$20,000         | \$17,500          | \$0              |
| 571                       | 30 | TO COURT AUTOMTN FUND 613  | \$17,877         | \$17,877         | \$0               | \$0              |
|                           |    | INTERFUND EXPENDITURE      | \$17,877         | \$17,877         | \$0               | \$0              |
| <b>EXPENDITURE TOTALS</b> |    |                            | <b>\$268,230</b> | <b>\$321,590</b> | <b>\$303,713</b>  | <b>\$255,039</b> |

### ***FUND BALANCE***

| <b>FY2017 Actual</b> | <b>FY2018 Projected</b> | <b>FY2019 Budgeted</b> |
|----------------------|-------------------------|------------------------|
| \$149,328            | \$87,290                | \$78,751               |

As previously mentioned in the *Budget Highlights*, for FY2016 and FY2017 we are budgeting for a deficit for Document Storage. A large ongoing concern for the Circuit Clerk's office is the evidence and storage room. Evidence can only be destroyed once the defendant has died as it must be made available for any future court proceedings. We estimate that we are currently operating at 120% capacity for this room. Without the ability to acquire additional secure locations for storage within the Courthouse we are planning to renovate our current space and establish new storage procedures to maintain better usage. This project will continue through FY2016, FY2017 and possibly into FY2018 and will result in a significant decrease in the fund balance.

## ***FULL TIME EMPLOYEE HISTORY***

| <b>FY2015</b> | <b>FY2016</b> | <b>FY2017</b> | <b>FY2018</b> | <b>FY2019</b> |
|---------------|---------------|---------------|---------------|---------------|
| 3             | 3             | 3             | 3             | 3             |

## ***DESCRIPTION – STORAGE of FILES***

- To maintain storage of court files dating to 1833 in such a fashion as to insure security and ease of retrieval
- To utilize Supreme Court rules in microfilming and destroying files to save space

## ***OBJECTIVES***

- To preserve the integrity of records, some of which are over 150 years old
- To retrieve documents requested by the public, Bar Association, and Courts in a timely fashion

## ***PERFORMANCE INDICATORS***

| <b>Indicator</b>   | <b>FY2017<br/>Actual</b> | <b>FY2018<br/>Projected</b> | <b>FY2019<br/>Budgeted</b> |
|--------------------|--------------------------|-----------------------------|----------------------------|
| Total cases opened | 30,147                   | 30,000                      | 30,000                     |
| Total cases closed | 30,636                   | 30,000                      | 32,500                     |
| Pending cases      | 37,041                   | 37,500                      | 35,000                     |

### **Files Microfilmed and Destroyed**

#### **FY 2017**

- Filmed and Destroyed (approx. 3200)
- Filmed but not destroyed (Drainage) (59 boxes)
- Destroyed without Filming (TR and SC) (approx. 10300)

#### **FY 2018 (Projected)**

- Filmed and Destroyed (approx. 4000)
- Destroyed without filming (approx. 10300)

#### **FY 2019 (Budgeted)**

- Filmed and Destroyed (approx. 4000)
- Destroyed without filming (approx. 10000)

## ***DESCRIPTION – EXHIBIT EVIDENCE STORAGE and DESTRUCTION***

The Circuit Clerk is responsible for the preservation of exhibits and/or evidence through the end of any potential appeal of the disposition in the case that contained them. They range in size from envelopes of photos to the driver's seat of a four door sedan. They are often hazardous materials ranging from blood-stained clothing to bottles of urine. The Circuit Clerk currently has over 2,000 exhibits in storage. Specific guidelines established by the Supreme Court must be followed to destroy evidence or exhibits. The Circuit Clerk has been working with the local judiciary to begin destruction of evidence that is no longer needed, but space is a continuing concern.

## ***OBJECTIVES***

- Preserve the chain of possession of evidence
- Accurate evidence tracking system to align each piece of evidence to the relevant court case
- Deliver exhibits/evidence requested by the Courts in a timely manner

## ***PERFORMANCE INDICATORS***

| <b>Indicator</b>                                  | <b>FY2017<br/>Actual</b> | <b>FY2018<br/>Projected</b> | <b>FY2019<br/>Budgeted</b> |
|---|--------------------------|-----------------------------|----------------------------|
| New pieces of evidence taken into custody         | 479                      | 412                         | 445                        |
| Total cases with evidence in custody of the Clerk | 5114                     | 5279                        | 5483                       |