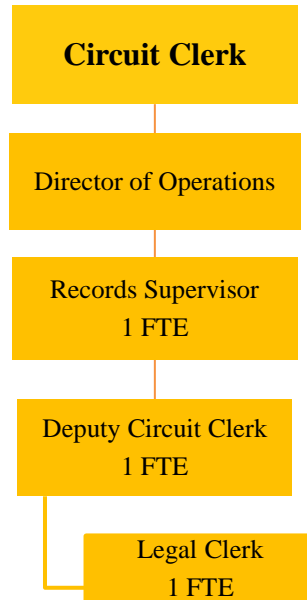


# COURT DOCUMENT STORAGE

## Fund 671-030



Court document storage fund positions: 3 FTE

The Circuit Clerk Document Storage Fund, established by 705 ILCS 105/27.1(b) contains revenue derived from a \$20.00 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. 8752 effective October 1, 2013. Pursuant to Public Act 100-0987 passed by the General Assembly on June 29, 2018 known as the Criminal Traffic Assessment Act (CTAA) 705 ILCS 105/135 *et seq.*, the fee was again increased on July 1, 2019 to \$20 as set by Administrative Order and adopted by County Board Ordinance No. 2019-7. 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. 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**

The implementation of the Criminal Traffic Assessment Act on July 1, 2019 which raises the Court Document Storage Fee by \$5-\$10, depending on case type, is the primary reason this budget can be balanced in FY2020. Without the fee increase – which is conservatively anticipated to generate additional revenue of \$50,000 per year – the Fund would not have the resources required to sustain current operations.

In FY2019 some of the major annual expenditures from this fund include the following:

- Over \$150,000 to pay the salaries and benefits of three of the six Records Management Staff;
- Approximately \$43,000 for maintenance of the website and public access lookup system;

- Approximately \$30,000 for annual purchase of specialized file folders;
- \$12,500 in annual photocopying services;
- \$13,000 payment to the Urbana Free Library to archive County historical documents, including over 77,000 Champaign County Court files which are indexed by the Library and made available to the public
- \$11,000 to microfilm files – the actual annual requirement for microfilming files is up to \$35,000 annually, but because of other demands placed on this Fund, only \$12,000 can be budgeted for this expenditure in FY201. Additionally, we have been unable to microfilm documents in FY19 or FY20 due to labor 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.

Pursuant to an Illinois Supreme Court Mandate, the filing of all civil cases is now done electronically through e-filing since January 1, 2018, and criminal cases may begin e-filing effective July 1, 2019. E-filing also changed Supreme Court requirements on recordkeeping including the ability to destroy all paper documents in civil cases 30 days after filing. This mandate would remove the need to store files in the office and to deliver 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 office space and allow the Circuit Clerk to use the entire basement storage for evidence collection, storage and distribution – where there is currently a shortage of appropriate space. At the beginning of 2020, one judge went completely paperless in his courtroom. By May of 2020, the transition to paperless has been completed for all civil courtrooms. In FY21, we plan to work toward file-free criminal and traffic courtrooms

Eliminating the need for files and the delivery of files, the Circuit Clerk could cease purchasing \$38,000 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 \$88,000 in the first year, and as much as \$126,000 each year thereafter.

**FINANCIAL**

Fund 671 Dept 030			2019	2020	2020	2021
			Actual	Original	Projected	Budget
341	10	COURT FEES AND CHARGES	\$274,585	\$300,000	\$250,000	\$300,000
		FEES AND FINES	\$274,585	\$300,000	\$250,000	\$300,000
361	10	INVESTMENT INTEREST	\$955	\$2,000	\$0	\$0
		MISCELLANEOUS	\$955	\$2,000	\$0	\$0
<b>REVENUE TOTALS</b>			<b>\$275,540</b>	<b>\$302,000</b>	<b>\$250,000</b>	<b>\$300,000</b>
511	3	REG. FULL-TIME EMPLOYEES	\$104,987	\$116,486	\$116,486	\$114,377
511	9	OVERTIME	\$44	\$500	\$500	\$500
513	1	SOCIAL SECURITY-EMPLOYER	\$7,713	\$8,950	\$8,950	\$8,789
513	2	IMRF - EMPLOYER COST	\$6,017	\$8,552	\$8,552	\$7,893

513	4	WORKERS' COMPENSATION INS	\$682	\$687	\$687	\$710
513	5	UNEMPLOYMENT INSURANCE	\$802	\$699	\$699	\$699
513	6	EMPLOYEE HEALTH/LIFE INS	\$18,464	\$30,729	\$30,729	\$34,329
		PERSONNEL	\$138,709	\$166,603	\$166,603	\$167,297
522	1	STATIONERY & PRINTING	\$23,115	\$23,000	\$29,000	\$25,000
522	2	OFFICE SUPPLIES	\$7,563	\$16,000	\$7,000	\$16,320
522	44	EQUIPMENT LESS THAN \$5000	\$647	\$3,000	\$1,500	\$3,200
		COMMODITIES	\$31,325	\$42,000	\$37,500	\$44,520
533	29	COMPUTER/INF TCH SERVICES	\$2,495	\$19,000	\$19,000	\$19,500
533	36	WASTE DISPOSAL & RECYCLNG	\$425	\$500	\$500	\$1,000
533	42	EQUIPMENT MAINTENANCE	\$52,912	\$45,000	\$45,000	\$45,000
533	50	FACILITY/OFFICE RENTALS	\$13,000	\$13,000	\$13,000	\$13,000
533	71	BLUEPRINT,FILM PROCESSING	\$1,899	\$11,000	\$1,500	\$12,000
533	85	PHOTOCOPY SERVICES	\$12,131	\$12,500	\$12,500	\$12,500
		SERVICES	\$82,862	\$101,000	\$91,500	\$103,000
		<b>EXPENDITURE TOTALS</b>	<b>\$252,896</b>	<b>\$309,603</b>	<b>\$295,603</b>	<b>\$314,817</b>

### ***FUND BALANCE***

<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
\$115,390	\$69,787	\$54,970

The fund balance is projected to decrease in FY2020 and FY2021 due to budgeted expenditures exceeding revenues. The fund balance goal is \$250,000 to enable setting aside funds for future year purchases and maintaining a cushion against years in which the fee may unexpectedly decline.

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

<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</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***

#### **FY 2019**

- Filmed and Destroyed (0)
- Filmed but not Destroyed (0)

- Destroyed without filming (TR/SC/LM) approx.. 11,000

**FY 2020 (Projected)**

- Filmed and Destroyed (0)
- Filmed but not Destroyed (0)
- Destroyed without Filming (TR/SC/P/Civil) approx. 11,500

**FY 2021 (Budgeted)**

- Filmed and Destroyed (0)
- Filmed but not Destroyed (0)
- Destroyed without Filming (TR/SC/Civil) approx.. 12,000

***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 continues to work with the judiciary to allow for the destruction of evidence that is no longer needed, but space is a continuing concern. In FY18, the records department began an extensive reorganization project of the evidence storage room. While we would like to complete this project by the end of FY19, staff and financial resources have severely limited our ability to move forward.

***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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
New pieces of evidence taken into custody	666	300	700
Total cases with evidence in custody of the Clerk	6,037	6,337	7,037