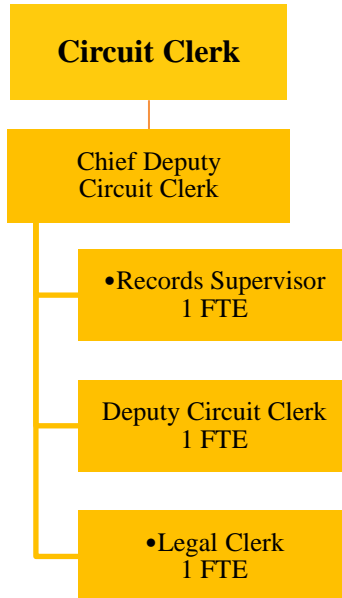


# COURT DOCUMENT STORAGE

Fund 671-030



Court document storage fund positions: 3 FTE

## MISSION STATEMENT

*This fund was established to defray the cost of establishing and maintaining a document storage system, including the cost of converting paper files to micrographic or electronic storage.*

## BUDGET HIGHLIGHTS

Three staff positions are paid from this fund, which are the Records Supervisor, a Senior Clerk, and a Legal Clerk.

We have incurred this year and will continue to incur next year additional expenses to shred old court documents and files. That is due to the project we are working on described below to shred them.

All the revenue for this fund is derived from fees assessed in cases filed with the Clerk's office.

Revenue is a concern for the FY22 budget. Last year's budget was submitted showing this fund would collect \$300,000 in revenue. This fund had projected revenues of \$300,000 for FY21. As of July 31, 2021 we have collected \$141,752, and I am projecting we will collect \$243,002 by the end of the year. That amount is 81% of what was projected last year. In addition to the continuation of the Criminal Traffic Assessment Act, new legislation effective July 1, 2021 will have a further negative impact on revenue with the loss of the 10% Clerk's fee from bail security deposits, and fines/fees from petty traffic offenses which will remain unpaid as the Secretary of State will no longer be suspending driver's licenses for unpaid traffic tickets. In civil cases, the new civil fee schedule has not yet been published, so I cannot project the impact on revenue that will have.

The legislature has not replaced this lost revenue with any other source of income for the Clerk's office.

What are we doing to save money? We are in the process of transitioning the Clerk's website from a private provider back to the County's IT Department, a savings of over \$15,000 per year. We are going to reduce the expense for specialized file folders by at least \$10,000 per year by making all folders uniform letter size instead of small size for traffic cases or legal size for all other case types. We will also be ordering a more appropriate number of files in each case type to reduce cost and not have files left over at the end of the year. The files will still be made up with case numbers for all case types, which is cheaper and less time consuming than the cost of purchasing the components separately and assembling them manually.

We have started working with the judiciary and other county offices on the filing of documents in criminal cases. We are also working slowly but steadily to microfilm or scan old case types, starting with small claims files, to free up storage within the office by shredding those paper files. This project requires that we work with the judiciary to close out files that have not yet had a final disposition, which will take a longer time to allow the statutorily required notice of our intention to close out those cases to the parties.

We are also starting a project with the Chief Judge to determine if we can start releasing certain kinds of evidence. That is a long-term project because of the number of other priority projects in the office at present.

The Urbana Library has agreed to renew its contract for storage of files there at the same amount of \$13,000 that we contracted for in FY22. We are going to end the contract with our off site storage facility in Rantoul for the storage of old files, because those old files have now been saved in other media.

We have requested to additional funding to upgrade our Multi Purpose Copiers in order to eliminate the maintenance costs of desktop printers and desktop scanners. Doing so would reduce annual maintenance costs by almost \$30,000 a year.

However, we cannot complete the transition to electronic filing in criminal cases until the Supreme Court adopts standards for how these cases can be electronically opened. We also cannot electronically file in traffic cases until the local police departments determine what system they are going to use for e-citations.

### ***DESCRIPTION***

The Clerk is responsible for the preservation of exhibits and evidence through the end of any appeal of the disposition in the case they are in, and this means through the end of their sentence. There are numerous major criminal cases which remain open for many years because of the length of a sentence. The evidence storage room in the basement is full to the ceiling with evidence that must be maintained, in addition to the voluminous number of storage bins of evidence that have spilled over into the file storage area.

### ***OBJECTIVES***

Adequately store and preserve evidence as mandated by law.

Adequately store and preserve paper files and microfilm files.

Work on a project to systematically review paper files to see if they can be shredded, or sent to a reviewing Judge to take whatever final steps are necessary for shredding at the appropriate date as determined by the Supreme Court.

Work on a project to systematically review stored evidence and have it reviewed by the Presiding Judge to determine whether any stored evidence can be disposed of.

**FINANCIAL**

Fund 671 Dept 030			2020 Actual	2021 Original	2021 Projected	2022 Budget
341	10	COURT FEES AND CHARGES	\$233,021	\$300,000	\$235,002	\$222,634
		FEES AND FINES	\$233,021	\$300,000	\$235,002	\$222,634
361	10	INVESTMENT INTEREST	\$89	\$0	\$15	\$0
		MISCELLANEOUS	\$89	\$0	\$15	\$0
<b>REVENUE TOTALS</b>			<b>\$233,110</b>	<b>\$300,000</b>	<b>\$235,017</b>	<b>\$222,634</b>
511	3	REG. FULL-TIME EMPLOYEES	\$98,739	\$114,377	\$103,408	\$84,364
511	5	TEMP. SALARIES & WAGES	\$0	\$0	\$0	\$200
511	9	OVERTIME	\$14	\$500	\$0	\$500
513	1	SOCIAL SECURITY-EMPLOYER	\$7,240	\$8,789	\$8,789	\$6,454
513	2	IMRF - EMPLOYER COST	\$6,910	\$7,893	\$7,893	\$3,797
513	4	WORKERS' COMPENSATION INS	\$630	\$710	\$710	\$465
513	5	UNEMPLOYMENT INSURANCE	\$687	\$699	\$699	\$468
513	6	EMPLOYEE HEALTH/LIFE INS PERSONNEL	\$22,870 \$137,090	\$34,329 \$167,297	\$34,329 \$155,828	\$24,014 \$120,262
522	1	STATIONERY & PRINTING	\$28,049	\$25,000	\$0	\$0
522	2	OFFICE SUPPLIES	\$13,187	\$16,320	\$9,000	\$2,700
522	44	EQUIPMENT LESS THAN \$5000	\$1,076	\$3,200	\$0	\$0
522	93	OPERATIONAL SUPPLIES COMMODITIES	\$5,046 \$47,358	\$0 \$44,520	\$44,000 \$53,000	\$39,000 \$41,700
533	29	COMPUTER/INF TCH SERVICES	\$9,097	\$19,500	\$2,900	\$2,000
533	36	WASTE DISPOSAL & RECYCLNG	\$460	\$1,000	\$1,800	\$2,000
533	42	EQUIPMENT MAINTENANCE	\$53,721	\$45,000	\$32,555	\$28,356
533	50	FACILITY/OFFICE RENTALS	\$13,000	\$13,000	\$14,989	\$15,089
533	71	BLUEPRINT,FILM PROCESSING	\$1,951	\$12,000	\$1,951	\$0
533	85	PHOTOCOPY SERVICES SERVICES	\$11,938 \$90,167	\$12,500 \$103,000	\$12,500 \$66,695	\$6,860 \$54,305
544	33	OFFICE EQUIPMENT & FURNIS CAPITAL	\$0 \$0	\$0 \$0	\$5,640 \$5,640	\$5,640 \$5,640
<b>EXPENDITURE TOTALS</b>			<b>\$274,615</b>	<b>\$314,817</b>	<b>\$281,163</b>	<b>\$221,907</b>

**FUND BALANCE**

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$73,528	\$27,382	\$28,109

The fund balance is projected to decrease in FY2021 is 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>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
3	3	3	3	3

**PERFORMANCE INDICATORS**

The Circuit Clerk’s Office is required to maintain different types of evidence for different lengths of time, which accounts for the storage issue we are having in the basement, where evidence is quite literally piled up to the ceiling. The numbers that have been provided previously as to the cases with evidence don’t reflect all of the stored evidence we maintain. The stored evidence, which is maintained can also be quite different, and can range in size from a small envelope to boxes of evidence.

**PERFORMANCE INDICATORS**

<b>Indicator</b>	<b>FY2020 Actual</b>	<b>FY2021 Projected</b>	<b>FY2022 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
Files Destroyed without filming (TR/SC/LM)	12,000	13,000	13,000