

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** November 7, 2011

**SUBJECT:** Register of Deeds – Request to Use ROD Restricted Funds for Automation, Enhancement and Document Preservation

**PRESENTER:** Nedra Moles, Register of Deeds

**ATTACHMENTS:** Budget Amendment

#### **SUMMARY OF REQUEST:**

The General Assembly enacted legislation in 2002 that required counties to place 10 percent of certain revenues generated by the Register of Deeds Office into a fund to pay for automation enhancements and document preservation. This fund is a portion of the County's Restricted General Fund Balance.

As part of the preservation of these records, we send copies of our documents to Cott Systems for microfilming. The microfilm is then sent to the N.C. Department of Archives for storage. We have received an invoice from Cott Systems in the amount of \$5,062.60, excluding sales tax, for 35 reels of microfilm.

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance to pay for the microfilming services provided by Cott.

#### **BOARD ACTION REQUESTED:**

The Board is requested to approve the attached Budget Amendment appropriating the funds from the Automation Enhancement and Preservation Fund. No county funds are involved in this request.

#### **Suggested Motion:**

*I move the Board of Commissioners approve the attached budget amendment to use \$5,063 in Register of Deeds Restricted General Fund Balance.*

