



## Budget Change Request

### Change request information

Title Request for Extension of Records Auditor Position Funded by the Auditor's  
Number B-05-04 Department 05 - Clerk  
Requester Brian Stallman  
Published by Jennifer Smith Publish Date 2023-08-26  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund 1050 - Auditor's  
General Fund Affected? No More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 0 Strategic Plan Responsive Law,

### Does this request include federal, state, or private grants?

Grant Funded? None  
Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes End Date(s)  
Current position numbers affected Position 05-R-

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

The Thurston County Clerk's Office is requesting the Thurston County Board of County Commissioners to approve the extension of the project Records Auditor position that are currently funded by the Thurston County Auditor's Office Maintenance and Operation Fund 1050 (M&O).

Position 05-R-01489 will have an end date of December 31, 2023.

The Clerk has met with Auditor Mary Hall and she is in support of this request.

All documents presented in a superior court cause of action must be received and processed by the Clerk. The processing of court documents involves record classification, assignment of cause number, computerized docketing, and manual filing of hard copy records. Records must be maintained, retained, and purged in accordance with statutory time constraints, and required archival standards.

On August 2, 1999, the clerk's office began imaging all case files and documents at the time they were filed and began a series of projects over the next 15 years to image all previously filed cases. For the most part, this has been accomplished. Once the case files and documents are imaged it is critical that the image is "audited" against the original documents to ensure that the image of the document is accurate and complete. Once the files and/or documents are audited they can be shredded or disposed of. Files/documents that are thought to be of a historical nature are transmitted to the State Archives.

## How will this change the performance of your office or department?

### Statement of Need

The Thurston County Clerk's Office does not have the staffing levels to fulfill the auditing function needed to ensure all case filing documents are true and correct on the case management system. The project Records Auditor has helped to fulfill this need.

## Expenditure, FTE and revenue assumptions plus current budget level

### Assumptions

It is estimated that the position will cost as follows:

Records Auditor position (05-R-01489) will cost \$84,395 for FY2024 and \$87,400 for FY2025 (end-date December 31, 2023).

### Current Budget Level

2023 Budgeted Revenues \$2,230,446  
Budgeted Expenses \$5,331,951

## What happens if this isn't funded? Are there other options?

### Impacts and Alternatives

Do nothing and risk having files disposed of before we meet the required auditing of digital files. There are no other alternatives.

## How does this request affect other offices and departments?

Impact to Other Departments None

Which Other Departments are Affected?

Operating Transfer Needed? Yes

Operating Transfer Coding and Amount 0105A500 397005 \$84,395 and \$87,400  
1050A215 599105 \$84,395 and \$87,400

## Personnel Information

FTE	Number	Name	Start Date	End Date
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1.00	05R01489	CLERK'S JUDICIAL INFO SPEC	2024-01-01	2025-12-01
1.00	<b>&lt; Total</b>			

### Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0105A560	397105	O/T-AUDITOR M&O		84,400	87,400.00
			<b>Total:</b>	<b>84,400.00</b>	<b>87,400.00</b>

### Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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### Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0105A560	510000	SALARIES		49,116	50,592.00
0105A560	521000	SOCIAL SECURITY		3,757	3,871.00
0105A560	522000	RETIREMENT		4,612	4,751.00
0105A560	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0105A560	524000	WORKERS COMPENSATION-L&I		360	360.00
0105A560	525000	UNEMPLOYMENT COMPENSATION		147	152.00
0105A560	526000	PAID FAMILY MEDICAL LEAVE		107	110.00
0105A560	527000	LONG TERM DISABILITY		280	288.00
1050A215	599001	O/T-GENERAL FUND		84,400	87,400.00
			<b>Total:</b>	<b>168,795.00</b>	<b>174,800.00</b>

### Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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