



**BUNCOMBE COUNTY, NORTH CAROLINA
BUDGET AMENDMENT
General Fund**

BOARD MEETING DATE: February 5, 2019

Requesting Department:	Identification Bureau/Information Technology
Budget Amendment Item:	Identification Bureau Historical File Scanning Project

Background Information:
 This request is for \$27,000 dollars to be able to contract with a vendor for scanning of historical documents for City-County Bureau of Identification. There are currently twenty-one filing cabinets of historical paper gun permit applications. Scanning of the historical documents ensures preservation of the records in accordance with records retention policies and laws in addition to more efficient retrieval of records and the freeing up of physical space. This amount will be to address the scanning of the historical documents. Future ongoing costs will be assessed in conjunction with the identification of document management solutions.

Funding Source:
 \$27,000 from Budgetary Contingency which is part of the already adopted FY2019 budget.

COST CENTER/DEPARTMENT	PROGRAM (IF APPLICABLE)	LEDGER ACCOUNT	REVENUE/SPEND CATEGORY	Increase (Decrease)	
				REVENUES	EXPENDITURES
General Government Information Technology		9002:Budgetary Contingency	Contracted Services		\$ (27,000)
		6090: Contract and Professional Services			\$ 27,000
TOTAL				-	-

REQUESTED BY:

APPROVED BY:

County Manager

DATE

Chairman of the Board

DATE