RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item: Yes____ No_X) 

Approve the purchase of a replacement shredder for the Human Services Department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Social Services Agencies are required to use secure methods in the disposal of all confidential materials. With the ban on burning at the County Dump the department developed shredding as an alternative method of secure disposal several years ago. The shredder is used on a regular basis to provide for the disposal of massive amounts of confidential paperwork, we estimate that the department shreds approximately 40+ bags (or 1,320 gallons of shredding) per month. Previous disposal methods were burning or burying confidential materials. Both methods contributed to problems at the County landfill. Shredding the confidential material has allowed this mass quantity of paper to be recycled. The current shredder purchased in 1988 has had several major components replaced and has been repaired several times but is now so worn it is viewed as no longer cost efficient to repair. With the increased volume of computer paper the need also arises for a heavier-duty shredder that can handle large computer print outs.

We are requesting transfer of funds from several old trust accounts to purchase a heavy duty shredder to replace the departments existing equipment. There should be no additional cost to the County.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Try to find another secure disposal method for confidential material. Other disposal methods would be less efficient and cost effective.
COUNTY OF MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Human Services CONTACT: Sue Young

DATE: 3-07-95 PHONE: 966-3609

ACTION REQUESTED: (Check All That Apply)

(X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)

( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>117-1100-880-0787</td>
<td>IHSS Trust</td>
<td>$ 450</td>
</tr>
<tr>
<td>154-1100-880-0787</td>
<td>Welfare Trust</td>
<td>571</td>
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<tr>
<td>001-0501-661-0417</td>
<td>Soc Serv/ Office Expense</td>
<td>279</td>
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<tr>
<td>TO:</td>
<td>001-0000-309-1600</td>
<td>$1,300</td>
</tr>
</tbody>
</table>

BUDGET REVISION

FROM: 001-0000-309-1600 GENERAL FUND $1,300

TO: 001-0501-661-0680 Soc Serv/ Shredder $1,300

Justification: For the replacement of a department shredder

Department Head Signature: [Signature] Date: 2-23-95

Approved By: Res. [Signature] [Date: 3-2-95]

Administrator: [Signature] Date: [Date: ]

Auditor: [Signature] Date: [Date: ]

Budget Action Form Revised 5/92