

**MEMORANDUM
COUNTY OF PLACER
CHILD SUPPORT SERVICES**

TO: Board of Supervisors
FROM: Troy Held, Director, Child Support Services
DATE: June 10, 2008

SUBJECT: Approve a revision to the County's list of Fixed Assets for the FY 08-09 budget by adding a High Density Filing System.

ACTION REQUESTED:

That your Board approves the purchase and addition to the Master Fixed Asset List of one High Density Filing System in the amount of \$29,929.62, for the storage of Child Support case files.

BACKGROUND:

The Placer County Department of Child Support Services (CSS) is a governmental law office that is mandated by state and federal law to seek and enforce child support pursuant to Title IV-D of the Social Security Act.

CSS has approximately 9,500 open cases with additional closed files that must be retained. Physical files can take up a large amount of space. To better utilize space, and upgrade the CSS case filing system, CSS is requesting authorization to purchase of a High Density Filing System.

FISCAL IMPACT:

The Department of Child Support Services is funded 100% by State and Federal funding. There is no fiscal impact to the County General Fund resulting from the purchase of the High Density Filing System and approval of the addition to the master fixed asset list. The project has been budgeted in the CSS FY 08-09 budget.

ADDITIONS TO THE MASTER FIXED ASSET LIST

Department of Child Support Services

Appropriation 02172

1 each	High Density Filing System	<u>\$29,929.62</u>
	Total Fixed Asset Additions	\$29,929.62