

# THOMAS JEFFERSON HEALTH DISTRICT

Oct-06

## Charlottesville/Albemarle Health Department CARRY-OVER FUNDING REQUEST

City of Charlottesville	\$16,126
County of Albemarle	\$19,026

<b>Total Funding Available for Carry-Over:</b>	<b>\$35,152</b>
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### RECORDS RETENTION/STORAGE

Due to unanticipated increases in the numbers and types of health department customers and continued need for program/personnel space, additional file systems should be purchased for storage of archivable medical/environmental health records to meet compliance w/State Records Retention Schedules and new 2006 GA legislation. Purchase of compact file systems increase availability of valuable space. Files awaiting destruction are more economically stored off-site at Library of Virginia. Scanning to produce digitally-stored records reduces need for additional space in administrative office and over-crowded environmental health program/staff office. One-time records storage/purge/removal expenses are projected to address space needs 5-8 years into the future. (Project includes temporary staff expenses to accomplish file transition).

#### Medical Records:

Structural Engineering Study of Second Floor Records Area	\$2,000
Mechanical Mobile File System/Lateral Files	\$11,000
Staffing (temporary) for Purging of Existing Records and transfer to new systems.	\$4,500
Transport of Purged Records to Library of Virginia	\$1,000

<b>Subtotal:</b>	<b>\$18,500</b>
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#### Vital Statistics:

Staffing (temporary) for scanning 28,000 death records (584 hrs. @ \$11.00/hr)	\$6,424
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<b>Subtotal:</b>	<b>\$6,424</b>
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#### Environmental Health:

Additional 4-Post Shelving Units	\$2,500
Staffing (temporary) for transferring existing files to new system.	\$1,000

<b>Subtotal:</b>	<b>\$3,500</b>
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### PANDEMIC FLU/DISASTER PLANNING:

Continuation of Public Health Educator Positions to provide support to community initiatives for emergency planning to maintain service delivery/availability in public/private sector businesses.  
(2 employees/no benefits - \$2360.00/week @ 3 Months)

\$6,752

<b>Subtotal:</b>	<b>\$6,752</b>
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<i>Grand Total:</i>	\$35,176
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<b>Grand Total of Request for Carry Over:</b>	<b>\$35,152</b>
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