

**ATTACHMENT I**  
**2024-25 Proposed Rates**  
**Assessor-Recorder-County Clerk**

The Assessor/Recorder/County Clerk (ARC) is responsible for managing the County Archives by identifying, collecting, acquiring, preserving, arranging, and making records of historical significance accessible. Archival records are defined as anything created or received by County departments or officials in the conduct of their affairs that is known to have historical and permanent research value.

Records Management was established in 1980 as part of Printing and Mail Services. In 1993, Records Management was placed under the County Library administration, with immediate supervision by the Archives function.

On May 1, 2001 (Item No. 68), the Board of Supervisors (Board) approved the transfer of the Records Management function from the County Library to the Auditor/Controller-Recorder (ACR) as recommended by the Grand Jury and the Historical Records Commission.

On March 1, 2005, (Item No. 36) the Board approved service rates for Records Management, effective July 1, 2005, as recommended by the ACR. The Records Management Fund was closed as of June 30, 2006, and the storage of non-Archives material was outsourced to private companies. However, service rates have not been charged since that time. In January 2011, the Recorder function was transferred from the ACR to the ARC, including the County Clerk and Archives functions as part of an efficiency reorganization effort.

In Fiscal Year (FY) 2020-21, the ARC began charging service rates to County departments that use County Archives in order to adequately fund and improve Archives operations. Costs to the departments are based on usage.

In FY 2022-23, the County Archives relocated to a larger facility which has allowed for the gradual expansion of the available storage space. The service rates have been adjusted to reflect this change since FY 2023-24 rates cycle.

| <b>Service</b>                                           | <b>Current 2023-24 Rate</b> | <b>Proposed 2024-25 Rate</b> |
|----------------------------------------------------------|-----------------------------|------------------------------|
| Storage                                                  | \$1.42 per cubic foot       | \$1.18 per cubic foot        |
| Archives Labor Services – Archives Program Administrator | \$113.48 per hour           | \$115.91 per hour            |
| Archives Labor Services – Archives Technician            | \$42.52 per hour            | \$44.93 per hour             |

Approval of the rate changes above will have the following estimated impact:

| <b>2023-24 Projected Rate Revenue</b> | <b>2024-25 Estimated Rate Revenue</b> | <b>Change</b> | <b>User Department Cost Impact</b>                              |
|---------------------------------------|---------------------------------------|---------------|-----------------------------------------------------------------|
| \$539,532                             | \$533,698                             | (\$5,834)     | \$1.18 per cubic foot monthly charge plus hourly labor services |