

ATTACHMENT I

2026-27 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.

In FY 2025-26, Archives Technicians were reclassified to Records Technicians and a new Records Management Supervisor position was added for succession planning. Due to timing issues, these changes were not reflected in the FY 2025-26 rates.

County departments have approached the Archives with a need to archivally store digital records. In order to accommodate these requests, a new rate for Digital Storage is requested to be added in FY 2026-27. The existing Storage rate is requested to be renamed to Physical Storage in order to differentiate it from the new Digital Storage rate.

Service	Current 2025-26 Rate	Proposed 2026-27 Rate
Physical Storage	\$0.96 per cubic foot	\$0.89 per cubic foot
Digital Storage	N/A	\$8.00 per terabyte
Archives Labor Services – Archives Program Administrator	\$125.59 per hour	\$129.14 per hour
Archives Labor Services – Records Technician	\$47.53 per hour	\$50.53 per hour

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Archives Labor Services – Records Management Supervisor	N/A	\$59.75 per hour
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Approval of the rate changes above will have the following estimated impact:

2025-26 Projected Rate Revenue	2026-27 Estimated Rate Revenue	Change	User Department Cost Impact
\$525,912	\$647,042	\$121,130	\$0.89 per cubic foot and \$8.00 per terabyte monthly charges plus hourly labor services

Impacts of Changes:

The move to a larger leased facility has allowed for more space to meet current and future records storage needs. Greater storage space will allow new materials to be accessioned into the County Archives as per the County retention schedule; because of this, some departments may face increased costs due to housing an increased volume of materials at the County Archives.

The Archives Physical Storage rate is decreasing due to lower operating expenses related to the new facility. A new Digital Storage rate will expand the types of media that departments are able to accession into the Archives. Archives Labor Services rates are increasing due to increased salary and benefit costs, as well as costs related to the reclassification and the addition of the new supervisor position.

Analysis of Unrestricted Net Position or Fund Balance:

Net fund balance is above the amount needed for the 60-day working capital reserve. Available fund balance for 2025-26 is anticipated to be \$424,658, an overage of \$268,785. This overage is included in the 2026-27 rate calculation.