

ATTACHMENT I
2020-21 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 accessible records of historical significance created by County departments. 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.

The ARC recommends to establish the following service rates for County departments that use County Archives in order to adequately fund and improve Archives operations. Costs to the departments are based on usage.

Service	Current Rate	Proposed Rate
Storage	None	\$2.42 per cubic foot
Archive Labor Services – Archives Program Administrator	None	\$100.69 per hour
Archive Labor Services – Archives Technician	None	\$33.41 per hour

2019-20 Rate Revenue	2020-21 Rate Revenue	Change	User Department Cost Impact
\$0	\$576,941	\$576,941	\$2.42 per cubic foot monthly charge plus hourly labor services