

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
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Santa Barbara, CA 93101
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Agenda Number:
Prepared on: 06/09/2006
Department Name: Clerk-Recorder-Assessor
Department No.: 062
Agenda Date: 07/18/2006
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Joseph E. Holland, Clerk-Recorder-Assessor

STAFF CONTACT: Rose Rodarte, Fiscal Manager
X2687

SUBJECT: Conversion and indexing of official records in microfilm and microfiche to digital images

Recommendation(s):

That the Board of Supervisors:

Authorize the Clerk-Recorder-Assessor to enter into a contract with PFA Inc. in the amount of \$361,985 to convert 2,793,117 microfilm pages of official records to computer images and index 1,117,247 documents. The official records date from 1975 through 1988.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No.1: An efficient government is able to anticipate and respond effectively to the needs of the community.

Executive Summary and Discussion:

In recent years, the Clerk-Recorder began conversion of official and vital records information that existed in outdated technology such as microfilm and microfiche, to scanned digital images. Converting to digital images allows for linkage of records into our current Recorder Software System (Riims), allowing for more efficient access of information to customers and staff for job critical documents. Recent projects have focused on the conversion of smaller timeframes as a means of testing the effectiveness of this technology. The outcome of the digital conversion test projects has resulted in a significant reduction in the amount of time in requesting, locating, and retrieving official records. The average time to locate and print documents from the outdated microfilm and microfiche readers is approximately 1-2 hours versus an average time of 10-11 minutes with digital technology. This technology also allows for access of grantor/grantee indexing information via the internet and allows for concurrent

access by multiple staff in the Santa Barbara, Santa Maria, and Lompoc offices.

The department did extensive research several years ago, contacting several firms expressing interest and possessing the capability to accomplish this conversion. After reviewing their proposals and interviewing each company, PFA Inc. was chosen for the initial projects. They have performed well and have met our high quality standards. This period (1975-1988) is the last remaining period that we intend to convert using these methods and we would like to stay with PFA Inc. as they are a proven supplier for this critical task.

Scope of Work:

The scope of work (Exhibit A) with PFA Inc. outlines the work necessary to convert microfilm and microfiche images to digital images and then index them for retrieval capabilities.

Mandates and Service Levels:

This action will increase service levels to our customers by making the process of locating documents easier and much more timely.

Fiscal and Facilities Impacts:

The Clerk-Recorder Automation and Micrographics Designations will fund the costs of the conversion.

Special Instructions:

Send a copy of the minute order to Rose Rodarte in the Clerk-Recorder-Assessor.

Concurrences:

County Counsel
Risk Program Administrator
Auditor-Controller
Chief Executive Officer