

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



911

October 28, 2004

FROM: Assessor-County Clerk-Recorder

SUBJECT: Amend Ordinance No. 440 Pursuant to Resolution No. 440-8571 and Approve Budget Adjustments for the Records Management and Archives Program (RMAP)

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve Resolution No. 440-8571 adopting amendments to Ordinance No. 440 (Attachment A); and
- 2) Direct the Auditor-Controller to make the budget adjustments in Schedule A (Attachment B).

BACKGROUND: The Assessor-County Clerk-Recorder has committed to a program that will preserve to archival standards the Recorder's permanent records while maintaining and ultimately improving accessibility to the public and staff. This project will take RMAP approximately three years to complete, and necessitates the addition of four full-time staff to accommodate the increased workload. Material costs for acid-free boxes and film are needed for suitable archiving. The Recorder will reimburse RMAP using funds specifically identified and collected for this purpose. When completed, these records will be stored at secure sites that also meet archival standards. The Recorder will maintain readily accessible working copies of the records to support daily operations. Once this project is complete, RMAP anticipates the added staff will continue working on similar preservation projects for other departments.

cc: Auditor-Controller
County Executive Office
Human Resources

Gary L. Orso

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Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 320,945	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ None	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ None	For Fiscal Year:	2004-2005

SOURCE OF FUNDS: Recorder's Micrographic Revenue	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature *Dennis C. Harder*

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

11/8/04

RBA

Departmental Concurrence

Approved by Ronald W. Komers
Asst. County Executive Officer/
Human Resources Director

Dep't Recomm.: Consent Policy Policy

Per Exec. Ofc.: Consent Policy Policy

RECEIVED
OCT 29 10 28 AM '04
COUNTY OF RIVERSIDE

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

3.3

RESOLUTION NO. 440-8571

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 23,, 2004, that pursuant to Section 5.A. of Ordinance No. 440, the Assessor-County Clerk-Recorder of Ordinance No. 440, is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
13518	+ 1	1200300000	Archives & Records Technician
13519	+ 2	1200300000	Senior Archives & Records Technician
13524	+ 1	1200300000	Supervising Archives & Records Technician

Schedule A

Attachment B

Records Management & Archives Program
Budget Adjustment
Fiscal Year 2004/2005

Increase in Appropriations:

10000 - 1200300000 - 510040	Regular Salaries	\$ 74,297
10000 - 1200300000 - 510320	Temporary Salaries	27,751
10000 - 1200300000 - 518100	Budgeted Benefits	35,625
10000 - 1200300000 - 521560	Maint-Other	3,000
10000 - 1200300000 - 523660	Computer Supplies	2,400
10000 - 1200300000 - 523680	Office Equip Non Fixed Assets	1,200
10000 - 1200300000 - 523700	Office Supplies	1,800
10000 - 1200300000 - 524660	Consultants	10,645
10000 - 1200300000 - 527180	Operating supplies	2,500
10000 - 1200300000 - 527560	Direct Materials	99,528
10000 - 1200300000 - 527600	Indirect Materials	3,500
10000 - 1200300000 - 527780	Special Program Expense	1,449
10000 - 1200300000 - 527880	Training-Other	2,500
10000 - 1200300000 - 528140	Conference/Registration Fees	500
10000 - 1200300000 - 529040	Private Mileage Reimb.	1,000
10000 - 1200300000 - 525220	Pre-Employment Services	3,250
10000 - 1200300000 - 546160	Equipment-Other	50,000
10000 - 1200300000 - 572800	Intra-Fund Transfer	(320,945)

Total Increase in Appropriations:

\$ (0)