

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

930-F



FROM: Assessor-County Clerk-Recorder

January 14, 2005

SUBJECT: Approval of the Rate Schedule for the Records Management and Archives Program (RMAP) for fiscal year 2005/2006

RECOMMENDED MOTION: That the Board of Supervisors approve the rate schedule for fiscal year 2005/2006 listed in Attachment A.

BACKGROUND:

The rates for 2005/2006 are relatively flat as compared to the rates presently in effect for 2004/2005. Specific service rates have been revised, both increase and decrease, to reflect changes in production costs. Price increases are due primarily to products with declining volumes or planned for phase-out.

Overall, the approach for rate setting is a continuance of the Board-directed restructuring of the program and in response to the program scope defined in Board policy A-43, approved January 13, 2004.

Departmental Concurrence

Larry Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA

Current F.Y. Total Cost:	\$ None	In Current Year Budget:	No
Current F.Y. Net County Cost:	\$ None	Budget Adjustment:	No
Annual Net County Cost:	\$ None	For Fiscal Year:	2005-2006

SOURCE OF FUNDS:

Positions To Be Deleted Per A-30

Requires 4/5 Vote

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:
Per Exec. Ofc.:

Drawn App Ref:

District:

Aaenda Number:

3.35_F

ASSESSOR-COUNTY CLERK-RECORDER
RECORDS MANAGEMENT & ARCHIVES PROGRAM BILLING RATES
FY2005/2006 Rates - County & Government Agencies

	<u>FY2004/2005</u>	<u>FY2005/2006</u>
COM SERVICES		
Microfiche Original	\$2.10 ea	\$2.05 ea
Microfiche Duplicate	\$0.25 ea	\$0.50 ea
PHOTO LAB SERVICES		
4 X 6 Color Prints (1st print)	\$0.70 ea	\$0.80 ea
4 X 6 Color Prints, Duplicates	\$0.40 ea	\$0.45 ea
5 X 7 Color Prints	\$2.95 ea	\$3.50 ea
8 X 10 Color Prints	\$7.15 ea	\$8.40 ea
12 X 18 Color Prints	\$15.25 ea	\$18.00 ea
8 X 10 Color Contacts	\$8.15 ea	\$9.65 ea
Panoramic Prints, 4 x 10	\$1.60 ea	\$1.75 ea
Panoramic Prints, 8 x 18	\$12.55 ea	\$14.75 ea
RECORD CENTER SERVICES		
Storage, per 1 cubic ft box	\$0.42 mth	\$0.42 mth
Storage, open shelf filing - 1 linear ft	\$0.80 mth	\$0.85 mth
Storage, media storage per .5 cubic ft	\$0.42 mth	\$0.42 mth
Delivery\Pickup-Regular (Downtown)	\$11.00 ea	\$11.00 ea
Delivery\Pickup-Regular (outside DT)	\$22.00 ea	\$22.00 ea
Delivery\Pickup-Priority	\$22.00 ea	\$22.00 ea
Delivery\Pickup-Rush	\$44.50 ea	\$44.50 ea
Delivery\Pickup charge per item	\$1.00 ea	\$1.00 ea
Indexing of box upon receipt	\$2.55 ea	\$2.55 ea
Indexing of files (average cost)	\$1.00 ea	\$1.00 ea
Retrieval of record/box	\$2.25 ea	\$2.25 ea
Filing/Refiling of record/box	\$2.25 ea	\$2.25 ea
Shredding by county contract - 1 cubic foot box of data	\$8.20 bx	\$8.20 bx
On-line support & maintenance per user	\$30.55 mth	\$26.75 mth
Electronic Reports - Up to 100 pages	\$12.00 flat rate	\$12.00 flat rate
Copies\Faxes of documents - Up to 20 pages	\$0.50 pg	\$0.50 pg
Account set-up & initial training (+ travel time)-up to 10 persons	\$94.90	\$96.50 flat rate
FIELD SERVICES		
Consulting - Manager	\$94.50 hr	\$94.03 hr
Sr. Analyst	\$81.65 hr	\$86.25 hr
Analyst	\$70.25 hr	\$75.00 hr
Seminars/Workshops	\$34.05 hr/psn	\$35.00 hr/psn
ALL SERVICES		
Bill processing fee	\$10.00 ea	\$ - ea
Minimum processing fee		\$ 25.00 ea
CUSTOM & TECHNICAL SUPPORT		
Labor Rate - Reformatting	\$55.42 hr	\$ 53.60 hr
Labor Rate - Record Center	\$48.90 hr	\$48.90 hr

**ASSESSOR-COUNTY CLERK-RECORDER
RECORDS MANAGEMENT & ARCHIVES PROGRAM BILLING RATES
FY2005/2006 Rates - County & Government Agencies**

**ATTACHMENT A
Page 2 of 3**

Reformatting

	Paper - Std Office → Microfilm 16mm	Paper -Special Handling ▶ Microfilm 16mm
<i>Document Preparation</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 53.60
Input (film/scan) & Label	per frame w/ min 1500 \$ 0.04	per frame w/ min 1000 \$ 0.15
Process, film & supplies	per foot w/ min 125' \$ 0.16	per foot w/ min 125' \$ 0.16
<i>Index</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 53.60
<i>QC (3)</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 53.60
	Paper/Mylar -Special Handling → Microfilm 35mm	Paper - Standard ▶ Microfilm 16mm x 215'
<i>Document Preparation</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 25.00
Input (film/scan) & Label	actual hours per job \$ 53.60	per frame w/ min 5000 \$ 0.05
Process, film & supplies	per foot w/ min 100' \$ 0.27	per foot w/ min 215' \$ 0.17
<i>Index</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 53.60
<i>QC (3)</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 53.60
	Paper → Image	Image → Microfilm 16mm
<i>Document Preparation</i>	<i>actual hours per job</i> \$ 25.00	
Scan & index	actual hours per job \$ 53.60	Cost per roll - 215' \$ 90.80
<i>QC (3)</i>	<i>actual hours per job</i> \$ 53.60	<i>actual hours per job</i> \$ 53.60

	FY2004/2005	FY2005/2006
Microfilm Silver Duplicating, 16mm X 100'/125'	\$19.00 rl	\$19.15 rl
Microfilm Silver Duplicating, 35mm X 100'	\$27.95 rl	\$38.80 rl
Microfilm Silver Duplicating, 16mm X 215'	\$37.35 rl	\$47.75 rl
Microfilm Diazo Duplicating, 16mm X 100'/125'	\$13.15 rl	\$13.15 rl
Microfilm Diazo Duplicating, 16mm X 215'	\$16.50 rl	\$16.50 rl
Microfilm Diazo Duplicating, 35mm X 100'	\$17.00 rl	\$14.25 rl
Jacketed Microfiche Diazo Duplicate	\$0.95 ea	\$1.35 ea
CD		\$36.50 ea
Aperture Card Original	\$0.00 ea	N/A
Aperture Card Duplicate	\$0.00 ea	N/A
Hard Copy Prints from film (Up to 10 pages per roll)	\$5.00 flat rate	\$7.00 flat rate

- 1 Services shown in *italics* are optional
- 2 Minimum level of QC/process controls included in process steps
- 3 Film frame scan necessary for meeting legal destruction req't

RECORDS MANAGEMENT & ARCHIVES PROGRAM BILLING RAT

ASSESSOR-COUNTY CLERK-RECORDER
RECORDS MANAGEMENT & ARCHIVES PROGRAM BILLING RATES
FY2005/2006 Rates - Public

ATTACHMENT A
Page 3 of 3

RMAP SERVICES TO OUTSIDE PUBLIC

	<u>FY2004/2005</u>	<u>FY2005/2006</u>
Daily Roll Diazo Duplicate, 16mm X 125'	\$53.00 rl	\$58.00 rl
Daily Roll Diazo Duplicate, 16mm X 215'	\$100.25 rl	\$136.00 rl
Map Roll Silver Duplicate, 16mm x 215' & 35mm X 100'	\$76.70 rl	\$94.50 rl
Map Roll Diazo Duplicate, 35mm X 100'	\$32.75 rl	\$48.40 rl
COM\Map Microfiche Duplicate	\$2.90 ea	\$5.50 ea
Basic CD workorder	\$37.35 ea	\$54.65 ea
Mimimum invoice amount	\$10.00 ea	\$20.00 ea
Seminars/Workshops		\$42.70 hr/psn