

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



208

FROM: Assessor-County Clerk-Recorder

January 15, 2006

SUBJECT: Approval of the Rate Schedule for the Records Management and Archives Program (RMAP) for fiscal year 2007/2008

RECOMMENDED MOTION: That the Board of Supervisors approve the rate schedule listed in Attachment A for fiscal year 2007/2008 for the internal service fund, Records Management and Archives Program

BACKGROUND:

The rates for 2007/2008 mostly held to the rates presently in effect for 2006/2007. Records Management and Archives Program anticipates a phase out of photo and com services over 2006/2007 due to a decline in production volume and increases in equipment and supply expense. Rates for photo and com are held at 2006/2007 amounts as a result of anticipated phase out. Increases reflect a rise in production costs and higher skill levels required for program services, particularly in preservation and other field services.

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.

cc: Auditor-Controller
County Executive Office

Larry Ward
Larry Ward
Assessor-County Clerk-Recorder

Departmental Concurrence

ROBERT E. BYRD, Auditor-Controller
BY *[Signature]* 1/18/07
Deputy

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:	2007-2008

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 *[Signature]*

County Executive Office Signature

Dept't Recomm.: Consent Policy Policy

Per Exec. Ofc.: Consent

3001 7th St
CLERK COUNTY OF RIVERSIDE
RECEIVED BUREAU OF RECORDS

Prev. Agn. Ref.: | District: | Agenda Number: **3.37 e**

**ASSESSOR-COUNTY CLERK-RECORDER
RECORDS MANAGEMENT & ARCHIVES PROGRAM
FY2007/2008 Rates**

**ATTACHMENT A
Page 1 of 2**

	<u>FY2006/2007</u>	<u>FY2007/2008</u>
COM SERVICES		
Microfiche Original	\$ 2.05 ea	\$ 2.05 ea
Microfiche Duplicate	\$ 0.50 ea	\$ 0.50 ea
PHOTO LAB SERVICES		
4 X 6 Color Prints (1st print)	\$ 1.00 ea	\$ 1.00 ea
4 X 6 Color Prints, Duplicates	\$ 0.50 ea	\$ 0.50 ea
5 X 7 Color Prints	\$ 4.85 ea	\$ 4.85 ea
8 X 10 Color Prints	\$ 12.25 ea	\$ 12.25 ea
12 X 18 Color Prints	\$ 25.85 ea	\$ 25.85 ea
8 X 10 Color Contacts	\$ 14.40 ea	\$ 14.40 ea
Panoramic Prints, 4 x 10	\$ 1.60 ea	\$ 1.60 ea
Panoramic Prints, 8 x 18	\$ 21.00 ea	\$ 21.00 ea
RECORD CENTER SERVICES		
Storage, per 1 cubic ft box	\$ 0.42 mth	\$ 0.42 mth
Storage, open shelf filing - 1 linear ft	\$ 0.85 mth	\$ 0.85 mth
Storage, media storage per .5 cubic ft	\$ 0.42 mth	\$ 0.42 mth
Delivery\Pickup-Regular (Downtown) - up to 20 boxes	\$ 11.00 ea	\$ 12.00 ea
Delivery\Pickup-Regular (outside DT) - up to 20 boxes	\$ 22.00 ea	\$ 23.00 ea
Delivery\Pickup-Priority - up to 20 boxes	\$ 22.00 ea	\$ 23.00 ea
Delivery\Pickup-Rush - up to 20 boxes	\$ 44.50 ea	\$ 45.00 ea
Delivery\Pickup charge per item	\$ 1.00 ea	\$ 1.00 ea
Indexing of box upon receipt	\$ 3.50 ea	\$ 3.50 ea
Indexing of files (average cost)	\$ 2.20 ea	\$ 1.75 ea
Retrieval of record/box	\$ 2.25 ea	\$ 2.50 ea
Filing/Refiling of record/box	\$ 2.25 ea	\$ 2.50 ea
Shredding by county contract - 1 cubic foot box of paper	\$ 8.20 bx	\$ 9.00 bx
On-line support & maintenance per user	\$ 18.00 mth	\$ 16.00 mth
Transaction fee - manual processing	\$ 6.00	\$ 6.00 ea
Electronic Reports - Up to 100 pages	\$ 12.00 pg	\$ 12.00 flat rate
Copies\Faxes of documents	\$ 0.50 pg	\$ 0.50 pg
Account set-up & initial training (+ travel time)-up to 10 pers	\$ 119.50 flat rate	\$ 96.42 flat rate
FIELD SERVICES		
Consulting - Manager	\$ 94.00 hr	\$ 94.00 hr
Sr. Analyst	\$ 80.50 hr	\$ 80.50 hr
Analyst	\$ 80.50 hr	\$ 80.50 hr
Seminars/Workshops	\$ 35.00 hr/psn	\$ 35.00 hr/psn
ALL SERVICES		
Packaging/handling fee (non-county)	\$ 17.75	\$ 17.75 ea
CUSTOM & TECHNICAL SUPPORT		
Labor Rate - Reformatting	\$ 63.00 hr	\$ 63.00 hr
Labor Rate - Record Center	\$ 59.75 hr	\$ 62.00 hr

**ASSESSOR-COUNTY CLERK-RECORDER
RECORDS MANAGEMENT & ARCHIVES PROGRAM
FY2007/2008 Rates**

Reformatting

<i>Document Preparation</i> Input (film/scan) & Label Process, film & supplies <i>Index</i> <i>QC (3)</i>	Paper - Std Office → Microfilm 16mm	<i>actual hours per job</i> \$ 63.00	Paper -Special Handling ► Microfilm 16mm	<i>actual hours per job</i> \$ 63.00
		per frame w/ min 1500 \$ 0.06		per frame w/ min 1000 \$ 0.06
		per foot w/ min 125' \$ 0.19		per foot w/ min 125' \$ 0.19
		<i>actual hours per job</i> \$ 63.00		<i>actual hours per job</i> \$ 63.00
		<i>actual hours per job</i> \$ 63.00		<i>actual hours per job</i> \$ 63.00
<i>Document Preparation</i> Input (film/scan) & Label Process, film & supplies <i>Index</i> <i>QC (3)</i>	Paper/Mylar -Special Handling → Microfilm 35mm	<i>actual hours per job</i> \$ 63.00	Paper - Standard ► Microfilm 16mm x 215'	<i>actual hours per job</i> \$ 63.00
		actual hours per job \$ 63.00		per frame w/ min 5000 \$ 0.05
		per foot w/ min 100' \$ 0.30		per foot w/ min 215' \$ 0.19
		<i>actual hours per job</i> \$ 63.00		<i>actual hours per job</i> \$ 63.00
		<i>actual hours per job</i> \$ 63.00		<i>actual hours per job</i> \$ 63.00
<i>Document Preparation</i> Scan & index <i>QC (3)</i>	Paper → Image	<i>actual hours per job</i> \$ 63.00	Image → Microfilm 16mm	
		actual hours per job \$ 63.00		Cost per roll - 215' \$ 92.50
		<i>actual hours per job</i> \$ 63.00		<i>actual hours per job</i> \$ 63.00

	FY2006/2007	FY2007/2008
Microfilm Silver Duplicating, 16mm X 100'/125'	\$ 27.65 rl	\$ 28.25 rl
Microfilm Silver Duplicating, 16mm X 215'	\$ 55.70 rl	\$ 43.95 rl
Microfilm Silver Duplicating, 35mm X 100'	\$ 39.75 rl	\$ 39.75 rl
Microfilm Diazo Duplicating, 16mm X 100'/125'	\$ 15.70 rl	\$ 16.40 rl
Microfilm Diazo Duplicating, 16mm X 215'	\$ 23.35 rl	\$ 23.35 rl
Microfilm Diazo Duplicating, 35mm X 100'	\$ 16.20 rl	\$ 16.30 rl
Microfiche Dupl. (Diazo)	\$ 1.60 ea	\$ 1.35 ea
Aperture Card Original	\$ 3.90 ea	\$ 4.00 ea
Aperture Card Duplicate	\$ 2.50 ea	\$ 2.65 ea
CD/DVD (plus shipping & handling)	\$ 38.50 ea	\$ 38.50 ea
Paper Prints from microfilm - Up to 10 pages per microfilm	\$ 12.00 flat rate	\$ 12.00 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