

824

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



**FROM:** Assessor-County Clerk-Recorder

**SUBMITTAL DATE:**  
10/27/2008

**SUBJECT:** Tyler Technologies, Inc. – Eagle Division. [Previously known as Eagle Computer Systems Inc.], Amendment No. 7

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) approve the attached agreement with Tyler Technologies, Inc. – Eagle Division;
- 2) authorize the Chairman of the board to sign the amendment, for conversion of microfilm images to an electronic format and integration with the County Recorder Cris+Plus system.

**BACKGROUND:** On July 1, 1999, the County entered a service agreement with Eagle Computer Systems Inc. to develop, implement, and maintain the Recording, Imaging, and Document Management System (Cris+Plus), effective July 1, 1999. Since that time, the Board has extended the term of the service agreement six times. The Assessor-County Clerk – Recorder wants to enhance its business operations by converting older records from microfilm to an electronic format and integrating the images with the County Recorder Cris+Plus system.

(Continued)

Larry W. Ward, Assessor-County Clerk-Recorder

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 769,527	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2008-09

<b>SOURCE OF FUNDS:</b> Reserve for Conversion and Reserve for Social Security Number Truncation Program	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

Rob Rockwell

**County Executive Office Signature**

Purchasing:   
 Mark Seiler, Assistant Director  
 FORM APPROVED COUNTY COUNSEL  
 BY:   
 PAMELA J. WALLS  
 DATE: 11/2/08

Dept's Recomm.:  Consent  Policy  
 Per Exec. Ofc.:  Consent  Policy

**Prev. Agn. Ref.:** 11/20/2007, 3.8

**District:**

**Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.6

## **Board of Supervisors**

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### **Background:**

On January 13, 2004, the Riverside County Board of Supervisor approved Policy A-43 that requires permanent records with a retention of five years or longer to be maintained in an eye-readable format. The County Recorder is in compliance with Policy A-43 and has always maintained its permanent Official Records on microfilm.

In 1999, with the development, implementation, and maintenance of the Cris+Plus recording system, the County Recorder began recording the property documents and maintaining the Official Records in an electronic format in addition to the microfilm copy. The benefits of having the images electronically are better efficiency and ease of research. The County Recorder currently has Official Record document images in an electronic format from 1998 to current.

An Official Record is located by researching the Recorder's Grantor/Grantee Index. The Recorder's Grantor/Grantee index currently contains index information in an electronic format for the period 1975 to current.

Amendment No. 7 (Exhibit A, attached) to the Tyler Technologies Inc. – Eagle Division contract would enable the Recorder to have approximately 19.2 million microfilm images (for the period 1975 – 1997) converted to an electronic format and fully integrated within the Cris+Plus recording system. This process, as explained on the attached Statement of Work (Exhibit B, attached), will occur in stages identified as "milestones," to allow for sufficient review of the images by the County Recorder. The integration of the converted images with the Cris+Plus system is critical because it enables the County Recorder to maintain all of the Official Records together for permanence.

Researching a record electronically on a personal computer is considerably faster than having to locate microfilm and view it in a microfilm reader. Having an electronic copy of Official Records for the period 1975 – 1997 will provide greater efficiency to the County Recorder and provide greater public satisfaction. Surrounding counties (Los Angeles, San Bernardino, & Orange) performed this service several years ago and customers regularly request we update our records to an electronic format.

Additionally, AB1168, that was chaptered on October 13, 2007, requires the redaction of social security numbers on Official Records for documents recorded on or after January 1, 1980. In order to redact the records, they must first be converted to an electronic format. Effective March 28, 2008, the County Recorder began collecting \$1 per instrument recorded in order to pay for the redaction.

**Board of Supervisors**

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**Financial Data:**

Tyler Technologies Inc. – Eagle Division cost	\$	729,487
Records Management & Archives Program cost	\$	26,447
Hardware costs	\$	<u>13,593</u>
Total Cost	\$	769,527