



**MEMORANDUM**  
**OFFICE OF THE**  
**PLACER COUNTY CLERK – RECORDER –**  
**REGISTRAR OF VOTERS**

**TO:** Honorable Board of Supervisors  
**FROM:** Jim McCauley, Placer County Clerk-Recorder-Registrar of Voters *jmccauley*  
**DATE:** April 27, 2010  
**SUBJECT:** Authorize County Clerk-Recorder to Negotiate and Execute a Sole Source Agreement with RecordFusion for the Conversion of All Recorded Document Microfilm Records from 1972 – 1999 to Digital Images, Integration into the Clerk-Recorder Index, and Approve a Budget Revision to Reimburse All Conversion Project Costs from Clerk-Recorder Trust Funds

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**Actions Requested**

1. Authorize the County Clerk-Recorder to negotiate and execute a sole source computer services agreement with RecordFusion for the conversion of all recorded document microfilm records from 1972 – 1999 to digital images and integration into Clerk-Recorder Index, for an amount expected not to exceed \$239,250;
2. Approve a budget revision for the image conversion and integration services, and
3. Approve all the image conversion and integration service costs to be reimbursed from County Clerk-Recorder trust funds.

**Background**

The Placer County Clerk-Recorder is required to manage and maintain the Clerk-Recorder functions to provide for the orderly, accessible and permanent recordkeeping of land-related, vital and other records for the benefit of businesses and the public. Currently, this entails receiving, reviewing, cashiering, indexing, scanning and storing of images for over 100,000 – primarily land-related – legal documents annually, plus County Clerk vital and business records, such as marriage licenses and birth certificates for persons born in Placer County, plus certain other specified records, such as Veterans' Discharge records (DD214's).

These important permanent County records have been automated for some time in Placer, with an electronic index which dates back to 1972. However, digital *images* of the recorded documents are only available for recordings beginning January 1, 2000 to the present. Records prior to 2000, except for recorded maps, are only available on microfilm. This circumstance results in delays for customers who have need for copies of pre-2000 records because Clerk-Recorder staff must access film records using a microfilm reader and search for and retrieve the desired images before they can be printed.

**Issue Statement**

As your Board may recall, in November of 2009, approval was given for the County Clerk-Recorder to contract with RecordFusion, a Pennsylvania based firm, for a new Clerk-Recorder Recording/Cashiering/Indexing/Imaging system to include Electronic Recording and Redaction

capabilities. RecordFusion, with assistance from the County's current system vendor, is also completing the conversion of the County's existing index to the RecordFusion application. The new system, including the converted index, is being parallel-tested now and is expected to be fully operational as scheduled, in just a few weeks time. Accordingly (and as briefly mentioned last year), it would now be beneficial to proceed with the conversion of the Clerk-Recorder's filmed document records for the 1972 – 1999 period to digital images and the "linking" or integration of those images with the County Clerk-Recorder's computerized index records.

This conversion involves logging and scanning over 2,600 rolls of 16 and 35mm archival microfilm to TIFF digital images; quality control checking for image quality; assuring that all images are scanned and that each multi-page document remains properly sequenced; capturing the unique recording number for each document and document page; importing the digital files into the Clerk-Recorder index; assuring that each image links to the appropriate index reference, and working directly with the County to resolve any issues that might arise for the integration of over 4 million images and seventeen years of indexed documents. Once converted, the microfilm will still be retained by the County as the archival record of the 1972 – 1999 recorded documents.

The County Clerk-Recorder recommends that RecordFusion carry out this conversion and integration of the additional "new" images into the County's index, since RecordFusion will be optimally familiar with the detailed structure of the County's index, having just completed the conversion and implementation of the County's new Clerk-Recorder System. Additionally, the cost per image and record was very competitive <sup>1</sup> when compared to current State of California data conversion contract costs, especially considering the project's need for stringent quality control and the costs for data capture of an estimated 10 million keystrokes. RecordFusion also received high marks for similar scanning and conversion projects completed for other public agency customers contacted by the County.

In accordance with Sect. 1.3(i) of the County's Purchasing Policy Manual, data processing services, software, equipment, installation, maintenance and training may be exempted from competitive procurement requirements with your Board's approval. Furthermore, following an earlier review by County Procurement of the scope and requirements for this data conversion project, there was no objection to the conversion and integration being added as a sole-source, subsequent phase of RecordFusion's nearly completed implementation of the new Clerk-Recorder system. Copies of this memorandum and the vendor's proposal have been provided to Administrative Information Technology management, Procurement Services, and to County Counsel, who will also review the final contract or agreement language, assuming approval by your Board for the project with RecordFusion.

**Fiscal Impact** - No net General Fund Impact.

Approving this request will result in one-time costs expected not to exceed \$239,250 for the film conversion and integration of all digital images into the County's Clerk-Recorder index by RecordFusion, including taxes and any estimated film shipping costs incurred by the firm.

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<sup>1</sup> On a comparative basis with the current State of California film to digital data conversion contract vendor prices, the price proposed by RecordFusion at a total of \$0.05 per image would be the lowest for total project costs.

There should be no additional or ongoing costs associated with the project following its completion, and all project costs will be reimbursed from the Clerk-Recorder Micrographics Trust.

However, approval of the requested sole source computer services agreement with RecordFusion will require approval of a budget revision because a specific expenditure and reimbursing revenue appropriation for this project was not included in the current FY 2009-10 budget for the Clerk-Recorder. It was not originally envisioned that the project work could actually begin before the end of the current fiscal year, but with the timely completion of the new Clerk-Recorder system, the Clerk-Recorder Office can now move seamlessly forward with this next project phase. Finally, once completed, staff time required for retrieving and preparing copies of recorded documents from the 1972 – 1999 periods should be reduced, and should result in the public, businesses and agencies receiving copies of these requested documents more timely – again, at no net increase in costs to the General Fund.

PAS DOCUMENT NO.

370385, 39207, 8156: \$239,250.00

**BUDGET REVISION**

**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
07	BR	478,500.00	2

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

Auditor-Controller

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
07	006		100		000710	00100	8156			239,250.00	07	014		100		000710	00100	2555			239,250.00
<b>TOTAL</b>										239,250.00	<b>TOTAL</b>										239,250.00

REASON FOR REVISION: For conversion of recorded document microfilm records from 1972-1999 to digital images and integration into the Clerk-Recorder Index, with reimbursement from Micrographics Trust Fund.

Prepared by Vicki Kunimitsu Ext 5694

Department Head *Juan M. ...*

Board of Supervisors \_\_\_\_\_

Date: 4/13/10

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Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE

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