

Lead Agency: County Management **Program Contact:** Gary Bartholomew

Program Offer Type: Existing Operating

Related Programs: 72023, 72024, 72026, 72028, 72031, 72032, 72033, 72034, 72035, 72037

Program Characteristics:

Executive Summary

The County Clerk Functions program consists of recording land related and other legal documents, issuance of Marriage Licenses and Domestic Partnership Registrations, acceptance of Passport Applications, creation and maintenance of permanent records, issuance of certified copies, and administration of the Board of Property Tax Appeals (BoPTA).

A portion of fees on recorded documents is dedicated to Records Storage and Retrieval Systems for the County Clerks. Under GASB #54, these funds are restricted and per Oregon Revised Statute 205.320(18) the funds are to be used for acquiring storage and retrieval systems, and maintaining and restoring records as authorized by the County Clerk.

This Scaled Offer represents a carryover of unspent restricted revenues for the County Clerk that reside within the General Fund, and which are to be used during FY13 for services to convert historical recorded documents and other county clerk records to digital format.

Program Description

This Program will achieve the digitization of a large portion of the County Clerk historical records that are currently in microfiche and microfilm format. These records are available to the public in DART's on site public research room. The digitization of the historical records will improve access to a large portion of public records, providing for more efficient service delivery methods. In addition, by converting records to digital/electronic format, the County is positioned to no longer rely upon antiquated microfilm and microfiche equipment, and provide for optimal space utilization.

This program aligns the organization to relocate a large portion of the public records currently in the Public Research Room into DART's newly consolidated Customer Service Office, by providing public records in electronic format accessible via web-based portals. The comprehensive approach provides improved service delivery for access to public records.

This scaled program offer utilizes unspent restricted revenues for the County Clerk that reside within the General Fund, for services to convert historical recorded documents and other county clerk records to digital format.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome		0	0	0	0

Performance Measure - Description

Legal/Contractual Obligation

The County Clerk functions are governed by Oregon Revised Statutes (ORS) Chapter 205. ORS 205.320(18) requires that a portion of document recording fees be dedicated to the County Clerk Fund established by the County governing body for the purpose of acquiring records storage and retrieval systems, and maintaining and restoring records as authorized by the County Clerk.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$0	\$0	\$456,636	\$0
Total GF/non-GF:	\$0	\$0	\$456,636	\$0
Program Total:	\$0		\$456,636	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Other / Miscellaneous	\$0	\$0	\$456,636	\$0
Total Revenue:	\$0	\$0	\$456,636	\$0

Explanation of Revenues

The carryover revenue in the amount of \$456,636 in this program offer represents unspent "restricted revenues" (a portion of recording fees) for the County Clerk that reside within the General Fund. Under GASB #54, these funds are restricted pursuant to Oregon Revised Statute 205.320(18).

Significant Program Changes

Last year this program was: