

**Lead Agency:** County Management

**Program Contact:** Gary Bartholomew

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72025A

**Program Characteristics:** One-Time-Only Request, In Target

### 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). BoPTA is responsible for hearing petitions from taxpayers who disagree with their property value. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer.

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 FY14 for services to continue conversion of 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. In the past, these records have been available to the public in DART's on site public research room. A portion of the recorded document records are in digital format and are available in electronic format through on site access terminals. 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 to provide for optimal space utilization.

The Program aligns the organization to relocate a large portion of the public records currently in a public research room into DART's newly consolidated Customer Service Office, by providing public records in electronic format accessible via web-based portals. This 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. In FY13 a portion of the records were digitized and made available in electronic format via a new web-based access portal. The carryover of unspent funds provides for further digitization of additional records, and services to prepare the records for access via the web-based search engine for PC's used by customers in the DART Customer Service Office.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
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 the document recording fees be dedicated to a 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
<b>Program Expenses</b>	2013	2013	2014	2014
Personnel	\$0	\$0	\$17,569	\$0
Contracts	\$0	\$0	\$324,083	\$0
Materials & Supplies	\$0	\$0	\$11,348	\$0
Capital Outlay	\$0	\$0	\$8,000	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$361,000</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$361,000</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$361,000	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$361,000</b>	<b>\$0</b>

### Explanation of Revenues

The carryover revenue in this Program, in the amount of \$361,000, represents unspent "restricted revenues", and is a portion of recording fees dedicated to the County Clerk that reside in 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: #72025B, DCM DART County Clerk