



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/1/2020

Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: John Tuteur - Recorder-County Clerk
Recorder - County Clerk

REPORT BY: John Tuteur, Assessor-Recorder-County Clerk - 253-4459

SUBJECT: Assessor-Recorder-County Clerk requests approval of license agreement with Tuolumne County for offsite storage of Official Records microfilm

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of and authorization for the Chair to sign a license agreement with Tuolumne County to provide offsite storage of Official Records microfilm for the term October 1, 2020 through September 30, 2021 which converts to month-to-month revocable upon 90 days notice by either party.

EXECUTIVE SUMMARY

The Recorder-County Clerk uses an offsite location as storage for microfilm of Official Records as part of its disaster recovery plan. Recorder-County Clerk Division has negotiated a revocable license agreement with Tuolumne County's Carlo M. DeFerrari Archive for off site storage commencing October 1, 2020. Charges are based on the size and number of containers stored and the frequency of access. Average monthly costs are anticipated to be less than \$300 for the first year and billed quarterly.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	Funds for offsite storage of microfilm of Official Records are in the Recorder/County Clerk budget. Charges are based on the number of containers, cubic feet usage and frequency of access. Costs for this fiscal year will be less than \$5,000 and will be charged to Micrographics Special Revenue Fund reducing net county cost.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This is a revocable license. Costs will be impacted incrementally over time as storage increases and by inflation. All costs are covered by special revenue funds.
Consequences if not approved:	The Assessor-Recorder-County Clerk department does not have the space to store archival microfilm at its current location nor is there a secure location available in Napa County. The retrieval of Official Record data in case of a disaster that destroyed in-house records is imperative and a critical part of this important county function.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Recorder-County Clerk uses an offsite location as storage for microfilm of Official Records as part of its disaster recovery plan. Recorder-County Clerk Division has negotiated a revocable license agreement with Tuolumne County's Carlo M. DeFerrari Archive for off site storage commencing October 1, 2020. Charges are based on the size and number of containers stored and the frequency of access. Average monthly costs are anticipated to be less than \$300 for the first year and billed quarterly.

After the initial year, the license will revert to a month-to-month term which can be terminated by either party on 90 days notice.

This license agreement will save approximately 40% over our current agreement with a different storage provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Samuel Ross

