



Board of Supervisors
Meeting Date: March 21, 2017
Prepared By: Jennifer A. Vise
Preparer Phone: 530-527-3287
Preparer Email: jvise@co.tehama.ca.us
Consent Item

CLERK & RECORDER

Requested Action(s)

- a) AGREEMENT - Request approval and authorization for the Clerk & Recorder to sign the agreement with PFA, Inc. for the purpose of creating and/or processing film, truncation of records and copies of images for archival purposes in an amount not to exceed \$150,000, effective upon date of signing through 6/30/19
(Miscellaneous Agreement #2017-53)

Financial Impact:

The agreement is funded through a variety of sources. The current day to day projects are funded through our Services and Supplies budget while major projects like restoring and creating film of vital records or truncation and digitization is covered through our Vital Records, Automation and Truncation trust funds. Fees for the recordation of documents were established to cover the costs of the preservation of documents recorded and filed with the Department.

Background Information:

We have used PFA for the past 6 years for creating and processing film, truncating records and other similar projects. We anticipate having major projects in the upcoming years and having this agreement in place will allow us to create and restore vital record images for archiving; digitize and truncate additional recorded documents thereby allowing us to continue to implement Government Code 27361, the Social Security Number Truncation Program, back to 1980; as well as continuing to create film of our current recorded documents for archival purposes on a monthly basis. We are very pleased with the final product. PFA has many checks and balances to insure a complete and accurate record.

Attachment List:

Approval as to Form 8495 (PDF)
PFA (PDF)