



# County of Santa Cruz 0035

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## COUNTY CLERK-RECORDER

701 Ocean Street, Suite 230  
Santa Cruz, CA 95060  
County Recorder: (831) 454-2800  
County Clerk: (831) 454-2470  
FAX: (831) 454-2445 TDD: (831) 454-2123

Richard W. Bedal  
County Clerk-Recorder

Diana L. Rodriguez  
Assistant County Clerk-Recorder

November 3, 2000

### AGENDA: NOVEMBER 21, 2000

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

Re: MICROFILM VIEWERS

Dear Members of the Board,

On July 21, 1981, your Board passed Resolution No. 586-S 1 which in accordance with Government Code §2736 1.4 provides for a Recorder's Micrographic fee. Funds from the fee may be used for improvement of and conversion to micrographics in the Recorder's Office. In 1989 this office used such funds to purchase some microfilm readers so that the public can view recorded documents on microfilm. Those viewers are now in need of frequent repair, with replacement parts becoming more expensive and scarce. It is time to buy new microfilm viewers.

All documents in the Recorder's Office, dating back to the 1850's have been microfilmed. This serves two purposes:

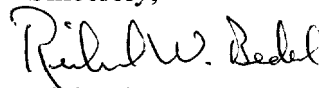
- The original rolls of microfilm are stored in an underground vault in Tahoe City so that if any disaster occurs in Santa Cruz these very important documents can be restored. Microfilm is still the only proven medium for archival storage.
- It provides a relatively easy medium for the public to view these documents and from which the office can make copies as requested. The original recorded documents are returned to the recording party after all indexing, imaging and microfilming are completed.

In 1996 your Board approved a new indexing, imaging and cashing system in the Recorders Office. As a result all documents recorded since March 1997 have been imaged, allowing staff and customers to view those documents on personal computers in the office. In the near future the index and the imaged documents will be accessible on any PC on the county network. Because microfilm is still the only approved medium for archival storage, the office also purchased equipment that converts the images to microfilm (with the original of that microfilm also being stored in the underground vault).

Although it is the goal of the office to eventually convert all the microfilm in the office (dating back to the 1850's) to electronic images, it is a very time consuming and expensive project. There are over 6,000,000 microfilmed pages. In the meantime, the public is still in need of viewing the microfilm for those documents recorded prior to 1997. The microfilm viewers that have been proven in other Recorder's Offices in the state are the Canon MS 400 Cartridge Roll Film Viewers, at a cost of \$9,500 each, including shipping and taxes. Two such viewers should be adequate at this time. There are sufficient funds in the Recorder's Micrographic Trust to pay for these viewers.

It is therefore recommended that your Board approve the attached resolution accepting unanticipated revenue for the 2000-2001 fiscal year and making available the necessary appropriations to acquire the specified equipment.

Sincerely,



Richard W. Bedal  
County Clerk-Recorder

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from Micrographic Fees  
\_\_\_\_\_ for \_\_\_\_\_ the microfilming \_\_\_\_\_ program; and

WHEREAS, the County is recipient of funds in the amount of \$ 19,000.00 which are  
either in excess of those anticipated or are not specifically set forth in the current fiscal year  
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130( c ) / 29064( b ), such funds may be  
made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County  
Auditor-Controller accept funds in the amount of \$ 19,000.00 into  
Department County Recorder

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	212000	612018	micrographic fees	\$19,000

and that such funds be and are hereby appropriated as follows:

<u>TIC</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	212000	8404		Equipment	\$19,000

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and  
that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

B y Richard W. Bebel  
Department Head

Date November 3, 2000

COUNTY ADMINISTRATIVE OFFICER

*C. ✓*  
/ \_\_\_\_\_ /

Recommended to Board

/ \_\_\_\_\_ /

Not recommended to Board

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by the following vote (requires four-fifths vote for approval):

**AYES: SUPERVISORS**

**NOES: SUPERVISORS**

**ABSENT: SUPERVISORS**

\_\_\_\_\_  
Chairperson of the Board

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

**APPROVED AS TO FORM:**

*Henry A. Oberhelman III*  
County Counsel 12/14/97

**APPROVED AS TO ACCOUNTING DETAIL:**

*Linda Cho* 11/3/00  
Auditor-Controller

**Distribution:**

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department