



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Assessor-County Clerk-Recorder



**DATE:** May 18, 2015  
**BOARD MEETING DATE:** June 16, 2015  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer

**SUBJECT:** Agreement with Kofile Preservation for Archive Restoration, Preservation and Data Conversion Services

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Kofile Preservation for archive restoration, preservation and data conversion services, for the term of June 17, 2015 through June 16, 2018, in an amount not to exceed \$596,708.

**BACKGROUND:**

The County Recorder's official responsibilities include recording, indexing, and securing custody and preservation in perpetuity of official records (documents evidencing title to real property and other matters) and vital records (birth, death, and marriage). To ensure perpetual preservation of these records, we have previously created back-up copies of these records formatted as microfilms stored off-site and as in-house digital image files.

This county's archive of bound paper records includes nearly 10,400 volumes in their original bindings and some large-scale maps. Most of the volumes are in poor or extremely poor condition, due to acid hydrolysis deterioration. pH testing found this acidic condition in official records books dating through 1976 and in vital records dating through 2003. The acidified volumes are at risk of being lost if proper restoration and preservation measures are not taken soon.

**DISCUSSION:**

This three-year agreement for \$596,708 provides for Phase One of a multi-phase project to preserve historical County documents. Phase One encompasses recorded deeds and related indexes dating from 1846 to approximately 1900. (220 volumes, 127,900 pages). The work includes: (1) creating a log of the condition and location of each page of each book; (2) cleaning, repairing and applying preservative-protective polyester film coatings to each page; (3) repairing or replacing covers, bindings, and tabs; and (4) verifying and correcting volume titling, based on actual contents, (5) re-binding the

volume, and (6) capturing and processing digital images of each volume.

The full project will span several decades, at an estimated total cost of \$43 million. This project will ensure the survival of unique and historical materials and preserve the best image original for the application of future archiving technologies.

A waiver of the Request For Proposals process is requested because Kofile has participated in the California Department of General Services' competitive process and was awarded California Multiple Award Schedule (CMAS) Contract Number 3-13-36-0096A in September 2013. The pricing in the proposed Agreement is the same as the pricing set forth in CMAS Contract Number 3-13-360096A.

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval of this resolution contributes to the Shared Vision 2025 Outcome of a Collaborative Community by safeguarding and preserving official records thereby building public confidence and trust in government, with fiscal accountability for taxpayer resources and concern for future impacts.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Projected</b>	<b>FY 2017-18 Projected</b>
Number of books restored (cumulative)	73	146	219

**FISCAL IMPACT:**

\$200,000 of General Fund money is currently budgeted in the Assessor-Clerk-Recorder's FY 2014-15 Approved Budget. The Assessor-County Clerk-Recorder's FY 2015-16 and FY 2016-17 Recommended Budget includes \$200,000 for this project from the Modernization Trust Fund per year. There is no additional net county cost impact.