



Auditor - Document Preservation 12401.221.

Mission Statement

The Clallam County Auditor's Office is committed to manage and optimize the preservation of historical county documents and provide professional, knowledgeable, and courteous service to County employees and citizens.

Function

Provide funds to support historic document preservation throughout county government.

Trends/Events

None at this time.

Goals

1. Continue the comprehensive archive project by scanning all historical recorded documents held in the Auditor's vault and then send the original records to the State Archives for permanent keeping. Estimated cost to have scanning completed by third party entities is approximately \$300,000.
2. Support other funds/departments to preserve their permanent document backlogs and to transfer them to stable media in approved archives. We are currently funding a scanning project for the Superior Court Clerk.

Workload Indicators

	2020 Actual	2021 Actual	6/30/22 Actual
In-house scanning hours	0	556	414
Contract scanning expenditures	\$0	\$10,556	\$8,053

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2020 Actual	2021 Actual	6/30/22 Actual	2023 Budget
Beginning Fund Balance	539,809	550,584	607,619	620,673
Taxes	0	0	0	0

Licenses and Permits	0	0	0	0
Intergovernmental Revenues	61,927	89,498	0	80,000
Charges for Goods and Services	58,491	65,550	24,213	50,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
Total	660,227	705,632	631,832	750,673

Expenditures

	2020 Actual	2021 Actual	6/30/22 Actual	2023 Budget
Ending Fund Balance	550,584	607,619	582,183	327,313
Salaries and Wages	44,926	56,131	31,543	65,788
Personnel Benefits	22,771	24,442	12,856	28,572
Supplies	235	0	0	1,100
Other Services and Charges	10,195	10,088	123	316,900
Intergovernmental Services	0	7,352	5,128	11,000
Capital Outlays	24,420	0	0	0
Interfund Payments for Services	7,096	0	0	0
Transfers Out	0	0	0	0
Total	660,227	705,632	631,832	750,673

Staffing

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Full Time Equivalents	1.00	1.00	1.00	1.00