



## Auditor - Document Preservation 12401.221.

### Mission Statement

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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

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Provide funds to support historic document preservation throughout county government.

### Trends/Events

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None at this time.

### Goals

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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. We do not have the staff ability to oversee a large project of this size, so in 2024 we will be focusing on a smaller portion of the archiving project and start with the most recent paper documents that date from 1961-1984.
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

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|                                | 2021 Actual | 2022 Actual | 6/30/23 Actual |
|--------------------------------|-------------|-------------|----------------|
| In-house scanning hours        | 556         | 727         | 269            |
| Contract scanning expenditures | \$10,556    | \$14,154    | \$5,372        |

### Grant Funding Sources

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This fund does not receive any grant revenue.

### Revenues

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|                                | 2021 Actual | 2022 Actual | 6/30/23 Actual | 2024 Budget |
|--------------------------------|-------------|-------------|----------------|-------------|
| Beginning Fund Balance         | 550,584     | 607,619     | 618,023        | 570,663     |
| Taxes                          | 0           | 0           | 0              | 0           |
| Licenses and Permits           | 0           | 0           | 0              | 0           |
| Intergovernmental Revenues     | 89,498      | 69,658      | 0              | 60,000      |
| Charges for Goods and Services | 65,550      | 42,628      | 15,445         | 31,000      |
| 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                          | 705,632     | 719,905     | 633,468        | 661,663     |

## Expenditures

|                                 | 2021 Actual | 2022 Actual | 6/30/23 Actual | 2024 Budget |
|---------------------------------|-------------|-------------|----------------|-------------|
| Ending Fund Balance             | 607,619     | 618,023     | 592,987        | 237,798     |
| Salaries and Wages              | 56,131      | 55,320      | 24,685         | 64,835      |
| Personnel Benefits              | 24,442      | 22,293      | 10,116         | 28,415      |
| Supplies                        | 0           | 117         | 117            | 1,100       |
| Other Services and Charges      | 10,088      | 10,183      | 63             | 317,302     |
| Intergovernmental Services      | 7,352       | 13,969      | 5,500          | 0           |
| Capital Outlays                 | 0           | 0           | 0              | 0           |
| Interfund Payments for Services | 0           | 0           | 0              | 12,213      |
| Transfers Out                   | 0           | 0           | 0              | 0           |
| Total                           | 705,632     | 719,905     | 633,468        | 661,663     |

## Staffing

|                       | 2021 Budget | 2022 Budget | 2023 Budget | 2024 Budget |
|-----------------------|-------------|-------------|-------------|-------------|
| Full Time Equivalents | 1.00        | 1.00        | 1.00        | 1.00        |