



Auditor - Document Preservation 12401.221.

Mission Statement

The Clallam County Auditor's Office is committed to manage and optimize the County's financial affairs 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. Complete a comprehensive archive project by scanning all historical recorded documents held in the Auditor's vault and then send the documents to the State Archives for permanent keeping. Estimated cost to have scanning completed on site by a third party entity is approximately \$300,000. We will be seeking grant funding to help cover the cost of this project.
2. Support other funds/departments to preserve their 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

	2019 Actual	2020 Actual	6/30/21 Actual
In-house scanning hours	0	0	142
Contract scanning expenditures	\$0	\$0	\$2,680

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Beginning Fund Balance	527,570	539,809	550,584	564,332

Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	53,268	61,927	0	80,000
Charges for Goods and Services	45,191	58,491	33,569	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	626,029	660,227	584,153	694,332

Expenditures

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Ending Fund Balance	539,809	550,584	542,957	233,386
Salaries and Wages	41,686	44,926	25,422	63,717
Personnel Benefits	21,666	22,771	12,073	27,473
Supplies	133	235	0	1,100
Other Services and Charges	12,395	10,195	57	338,400
Intergovernmental Services	0	0	0	
Capital Outlays	0	24,420	0	20,000
Interfund Payments for Services	10,340	7,096	3,644	10,256
Transfers Out	0	0	0	0
Total	626,029	660,227	584,153	694,332

Staffing

	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Full Time Equivalent	1.00	1.00	1.00	1.00