

## Clerk & Recorder

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### Department Overview

The Clerk & Recorder is an Elected Official serving a four year term. The position was consolidated with the County Surveyor so the elected position is officially the County Clerk & Recorder / Surveyor. The Department is a part of the General Fund with a major portion of funding for the department coming from fees collected as allowed by state law.

The Clerk & Recorder is responsible for:

- Election activities dealing with all state, county, municipal, special district and special elections in the County;
- Document Recording and Indexing entails the maintenance of public records pertinent to lands and vital records;
- Clerk & Recorder is the Clerk to the Board of County Commissioners

The Surveyor portion of the Clerk & Recorder's job does not include staff positions. A stipend for the Surveyor duties is included in the Clerk & Recorder's salary.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation to be paid for Clerk & Recorder's who act as the Election Administrator.

Records Preservation is a separate fund established by state law, with revenue generated by a fee charged for documents filed with the Clerk & Recorder. This fund is an integral part of the Clerk & Recorder's ability to maintain and protect the important documents on file within the office. Without this funding source, the ability to update records storage capabilities with new technologies would be hindered. The fund will transfer the cost of  $\frac{3}{4}$  of one employee to maintain staff in the records activity.

### Department Goals

See Activity pages for specific goals.

### Recent Accomplishments

See Activity pages for specific accomplishments.

# GENERAL GOVERNMENT

## Clerk & Recorder

### Department Budget

Object of Expenditure	Actual FY 2012	BUDGET FY 2013	Actual FY 2013	Request FY 2014	Preliminary FY 2014	BUDGET FY 2014
Personnel	\$ 631,557	\$ 663,983	\$ 665,326	\$ 676,905	\$ 683,867	\$ 689,790
Operations	375,450	453,498	459,679	498,911	498,911	498,911
Debt Service	-	-	-	-	-	-
Capital Outlay	6,550	126,562	20,391	125,000	125,000	125,000
Transfers Out	31,295	34,386	34,386	-	-	-
<b>Total</b>	<b><u>\$ 1,044,852</u></b>	<b><u>\$ 1,278,429</u></b>	<b><u>\$ 1,179,781</u></b>	<b><u>\$ 1,300,816</u></b>	<b><u>\$ 1,307,778</u></b>	<b><u>\$ 1,313,701</u></b>

#### Budget by Fund Group

General Fund	\$ 895,615	\$ 990,688	\$ 996,160	\$ 1,007,816	\$ 1,014,778	\$ 1,020,701
Special Revenue Funds	149,237	287,741	183,621	293,000	293,000	293,000
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b><u>\$ 1,044,852</u></b>	<b><u>\$ 1,278,429</u></b>	<b><u>\$ 1,179,781</u></b>	<b><u>\$ 1,300,816</u></b>	<b><u>\$ 1,307,778</u></b>	<b><u>\$ 1,313,701</u></b>

#### Funding Sources

Tax Revenues	\$ 137,885	\$ 173,710	\$ 171,973	\$ 110,078	\$ 116,310	\$ 174,694
Non-Tax Revenues	899,859	\$ 904,993	275,027	\$ 1,010,907	\$ 1,011,357	\$ 1,011,570
Cash Reappropriated	7,108	199,726	732,781	179,831	180,112	127,436
<b>Total</b>	<b><u>\$ 1,044,852</u></b>	<b><u>\$ 1,278,429</u></b>	<b><u>\$ 1,179,781</u></b>	<b><u>\$ 1,300,816</u></b>	<b><u>\$ 1,307,778</u></b>	<b><u>\$ 1,313,701</u></b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE
See individual Activity			
Total Program			0

## Clerk & Recorder – Elections

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### Activity Overview

The Gallatin County Election Office is part of the Clerk and Recorder's Office in the General Fund, and is under the supervision of the Clerk & Recorder/ Surveyor. The Office does not generate a significant amount of non-tax revenue. When elections are held for political subdivisions other than the county, the expenses for conducting the election are reimbursed by that governing body.

The Election Office is responsible for elections held within the county. The staff maintains the voter registration database and election management software, and holds elections required by federal, state, and county government. The voter registration database is Gallatin County's portion of the statewide database known as Montana Votes. The office also conducts elections for the Cities and Towns of Belgrade, Bozeman, Manhattan, Three Forks, and West Yellowstone, and various special districts including fire, water/sewer, schools, and resort districts. In addition, the office provides election materials to the various school districts to assist them in performing their election duties.

Federal Laws regulating functions of the office include the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA). HAVA has been cited as the most significant election reform of federal election law since the Voting Rights Act of 1965.

### Activity Goals

- Successfully complete elections for:
  - 13 Water & Sewer Districts,
  - 14 Rural Fire Districts,
  - 16 School Districts,
  - 5 Municipalities,
  - 1 Resort Tax Area
  - and any special elections that may arise.
- Designate polling places for the 32 precincts created from Montana Legislative Reapportionment Committee.
- Update the Gallatin County portion of the Montana Secretary of State's voter database for new precinct boundaries created as a result of the Montana Legislative Reapportionment Committee maps.
- Train approximately 300 election judges for the next two-year election cycle.
- Continue to increase the number of voters who vote by mail.
- Continue to cross train employees between the recording and election offices.

### Recent Accomplishments

- Conducted Presidential Federal Election in November.
- Mailed approximately 33,000 annual absentee confirmation notices.
- Conducted the annual May school elections for twelve school districts.
- Completed elections for the Big Sky, Bridger Canyon, and Central Valley Rural Fire Districts.
- Completed an election for the Mount Green Cemetery District.
- Completed a bond election for the Sourdough Rural Fire Department in November.
- Completed parks and trails bond election for City of Bozeman in November.
- Realigned precinct boundaries according to the Montana Legislative Reapportionment Committee maps.
- Wrote legal descriptions for new precinct boundaries.

# GENERAL GOVERNMENT

## Clerk & Recorder – Elections

### Activity Budget

Object of Expenditure	Actual FY 2012	BUDGET FY 2013	Actual FY 2013	Request FY 2014	Preliminary FY 2014	BUDGET FY 2014
Personnel	\$ 155,272	\$ 161,663	\$ 177,075	\$ 166,913	\$ 168,476	\$ 169,218
Operations	196,813	199,149	258,925	252,661	252,661	252,661
Debt Service	-	-	-	-	-	-
Capital Outlay	-	45,000	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 352,085</b>	<b>\$ 405,812</b>	<b>\$ 436,000</b>	<b>\$ 419,574</b>	<b>\$ 421,137</b>	<b>\$ 421,879</b>

### Budget by Fund Group

General Fund	\$ 352,085	\$ 405,812	\$ 436,000	\$ 419,574	\$ 421,137	\$ 421,879
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 352,085</b>	<b>\$ 405,812</b>	<b>\$ 436,000</b>	<b>\$ 419,574</b>	<b>\$ 421,137</b>	<b>\$ 421,879</b>

### Funding Sources

Tax Revenues	\$ 166,394	\$ 201,015	\$ 199,005	\$ 221,836	\$ 222,669	\$ 223,064
Non-Tax Revenues	129,206	127,283	123,464	122,907	123,357	123,570
Cash Reappropriated	56,485	77,515	113,531	74,831	75,112	75,245
<b>Total</b>	<b>\$ 352,085</b>	<b>\$ 405,812</b>	<b>\$ 436,000</b>	<b>\$ 419,574</b>	<b>\$ 421,137</b>	<b>\$ 421,879</b>

### Activity Personnel

No. of Positions	FT/PT	Title	FTE 2012	FTE 2013	FTE 2014
1	Full-Time	Lead Administrative Clerk			1.00
2	Full-Time	Support Staff	3.00	3.00	2.00
3		Total Program	3.00	3.00	3.00

## Clerk & Recorder – Elections

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### 2014 Budget Highlights

#### Personnel

- Upgraded one full-time clerk position to an Administrative Lead Clerk position.

#### Operations

- Define new precinct boundaries from the 2010 census and the Montana Legislative Reapportionment Committee.
- Equalize the three Commissioner districts for population and square mileage.
- Continued postage savings with the use of the non-profit mailing status.

#### Capital

- \$13,386.85 for 5 years - purchase of a ballot scanner/counting machine – Model ES&S 850

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the goals, followed by the methods by which the Department is striving to fulfill those goals.

#### Align community needs with budgetary decisions

- Reduce the cost of each election by streamlining the processes to provide cost effective elections.

#### Adhere to long-term plans

- Update election equipment for faster, more efficient, less costly election results reporting.

#### Demonstrate exceptional Customer Service

- Accurate Election information easily accessible to the public.
- Respond to inquiries in a customer friendly manner.

#### Serve as a Model for Excellence in Government

- Timely response to election queries.
- Retain the integrity of the election process.

#### Improve communication within county government, other jurisdictions and our public

- Interdepartmental Communication.
- Improve access to public information (information on website and media blitz).

#### Be an Employer of Choice and improve employee retention

- A pleasant, respectful work environment.

Clerk & Recorder – Elections

Workload Indicators / Performance Measures

<b>Workload Indicators</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
<b>Indicator</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
1.	Number of voter applications processed	12,140	8,000	16,000	16,000
2.	Number of confirmation cards issued to voters	12,140	10,000	16,000	65,000
3.	Trained election judges	0	238	0	300
4.	Number of ballots mailed	42,729	97,350	60,000	80,000
5.	Number of signatures verified	52,500	45,000	50,292	45,000
6.	Conduct successful elections	7	18	18	15
7.	Annual Confirmation Cards mailed	18,339	40,600	32,971	30,000
8.	NVRA Cards Mailed	26,093	0	7,525	0
9.	Undeliverable ballot notices mailed	1895	2829	5211	500
10.	Number of petition signatures verified			12,282	500

<b>Performance Measures</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
1.	% of voter registration applications processed within 30 days	100%	100%	85%	95%
2.	% of confirmation cards mailed weekly	80%	90%	79%	95%
3.	% of undeliverable ballots returned	4.44%	2.91%	5.79%	1.11%

Comments

## Clerk & Recorder – Records

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### Activity Overview

By Montana Law, the Clerk & Recorder's Office is responsible for the recording, indexing, and safe keeping of land, county and birth / death documents. The office is also responsible for the recording and maintenance of minutes for the County Commission.

Fees collected by the Clerk and Recorder - Recording Department generate a net income to the County General Fund and the Records Preservation Fund, as shown in the budget information on the next page. These revenues offset some of the costs associated with the other Clerk & Recorder activity (Elections). As the economic climate of Gallatin County has improved, the Records Department is a department where the revenues have increased significantly over the past year. Foot traffic in the office has only increased moderately as much of the business of the office is now done electronically for both receiving new documents and issuing copies of documents for the public.

The first priority is to help the public find the records that they need. It is the goal to do this in an efficient manner that relies on technology and knowledgeable, helpful staff. The time that it takes to process documents is also key to good service in the Recording Department. Records need to be accurate and as up to date as possible.

Records are currently in several different formats, including paper, microfilm and digital images. The Department has completed the process of converting the older formats into the newer and more convenient and accessible digital format. However, getting the digital images into a retrievable database is a long-term project that will take years to complete.

Another duty of the Clerk & Recorder's Office is to provide certified searches of the records. Commonly, these include Uniform Commercial Code filings, Liens and other various real estate documents. This duty has decreased with the availability of County records online for customers to perform their own searches.

Other types of documents that the Clerk & Recorder maintains are the supporting documentation of the County Commission actions. This includes Resolutions, Ordinances and Contracts that must be indexed and copied and distributed accurately. These records are available to the public online at no charge via Tyler Content Manager.

### Activity Goals

- Maintain under one-week turn-around time for returning documents to customers most of the time.
- Improve public access to records through electronic media (website, road petition database and vitals database).
- Assist customers in finding requested records in an efficient and helpful manner.

### Recent Accomplishments

- Maintained less than two-week turn-around time for returning documents 100% of the time.
- Continued public access to certain records through electronic media.
- Mailed approximately 5,585 tax notices to RID Maintenance owners.
- Continued monthly staff meetings to improve departmental communication.
- Entered 5,435 historical documents in EagleRecorder from 1987-88.
- Reviewed 27 surveys & documents showing a division of land that had no review through Planning.
- Provided EagleWeb access to Real Estate records for the public via our website. This generated over \$20,000 in credit card transactions for online customers to purchase images of documents.
- Recorded 5,033 electronic documents in EagleRecorder using the Quickdocs e-recording module.
- Added three more electronic document filers Indecomm, eRecording Partners Network and Nationwide Title Clearing.

# GENERAL GOVERNMENT

## Clerk & Recorder – Records

### Activity Budget

Object of Expenditure	Actual FY 2012	BUDGET FY 2013	Actual FY 2013	Request FY 2014	Preliminary FY 2014	BUDGET FY 2014
Personnel	\$ 476,285	\$ 502,320	\$ 488,251	\$ 509,992	\$ 515,391	\$ 520,572
Operations	67,245	82,556	71,909	78,250	78,250	78,250
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 543,530</b>	<b>\$ 584,876</b>	<b>\$ 560,160</b>	<b>\$ 588,242</b>	<b>\$ 593,641</b>	<b>\$ 598,822</b>

### Budget by Fund Group

General Fund	\$ 543,530	\$ 584,876	\$ 560,160	\$ 588,242	\$ 593,641	\$ 598,822
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 543,530</b>	<b>\$ 584,876</b>	<b>\$ 560,160</b>	<b>\$ 588,242</b>	<b>\$ 593,641</b>	<b>\$ 598,822</b>

### Funding Sources

Tax Revenues	\$ (28,509)	\$ (27,305)	\$ (27,032)	\$ (111,758)	\$ (106,359)	\$ (48,369)
Non-Tax Revenues	615,543	622,710	-	700,000	700,000	700,000
Cash Reappropriated	(43,504)	(10,529)	587,192	-	-	(52,809)
<b>Total</b>	<b>\$ 543,530</b>	<b>\$ 584,876</b>	<b>\$ 560,160</b>	<b>\$ 588,242</b>	<b>\$ 593,641</b>	<b>\$ 598,822</b>

### Activity Personnel

No. of Positions	FT/PT	Title	FTE 2012	FTE 2013	FTE 2014
1	Full-Time	Elected Clerk & Recorder/Supervisor	1.00	1.00	1.00
1	Full-Time	Recording Supervisor	1.00	1.00	1.00
1	Full-Time	GIS Technician	1.00	1.00	1.00
8	Full-Time	Support Staff	6.75	6.75	6.75
11.00		Total Program	9.75	9.75	9.75

## Clerk & Recorder – Records

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### 2014 Budget Highlights

#### Personnel

- \$5,000 overtime to support election department.

#### Operations

- Operations remain static as costs have not increased with increased volume.
- Increase postage and telephone/node line items to accommodate growth of RID mailings and computer hardware stock.
- Decrease legal notice publication and office machine repair line items to reflect reduction in publications and support of most repairs being covered by the Record Preservation Fund.

#### Capital

- No capital requests from General Fund – see Records Preservation Fund for approved capital.

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the goals, followed by the methods by which the Records department is striving to fulfill those goals.

#### Align community needs with budgetary decisions

- Make all capital purchases through the Record Preservation Fund.
- Maintain level of Operations spending through efficiency while seeing increasing recording volumes.

#### Adhere to long-term plans

- Continue adding historic documents to the recorded document database.

#### Demonstrate exceptional Customer Service

- Knowledgeable, friendly, helpful staff.

#### Serve as a Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

#### Improve communication within county government, other jurisdictions and our public

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

#### Be an Employer of Choice and improve employee retention

- Staff has training opportunities available to them.

Clerk & Recorder – Records

Workload Indicators / Performance Measures

<b>Workload Indicators</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
<b>Indicator</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
1.	Documents filed/recorded	30,013	30,562	36,848	37,000
2.	Deeds recorded	4,176	4,525	5,488	5,500
3.	Plats/surveys filed	131	116	96	100
4.	New Condominium declarations recorded	10	8	12	12
5.	Total receipts	20,286	21,143	22,952	23,000
6.	Number of certified birth certificates issued	3,500	3,378	3,421	3,500
7.	Number of certified death certificates issued	5,156	5,434	5,627	5,600
8.	Minutes completed for County Commission meetings	51	50	50	50
9.	Historic Documents indexed	9255	3848	3812	9000
10.	Credit Card Transactions	404	1014	1025	1100
11.	QuickDocs (electronic recording) Transactions	3815	4154	4327	5000

<b>Performance Measures</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
1.	Process documents within 1 week of receipt	100%	74%	52%	70%
2.	% receipts completed without voids	99.3%	98.7%	98.9%	99%
3.	Commission minutes posted on website within 4 weeks	69%	31%	75%	90%
4.	Percent of Projected Historic Documents indexed				100%
5.	Percent of transactions completed electronically (CC+QD)/receipts	21%	24%	23%	27%

**Comments**

## Clerk & Recorder – Records Preservation

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### Activity Overview

The Records Preservation Fund tracks revenues generated from a fee approved by the legislature for the Clerk and Recorder to maintain and preserve the records on file in the office.

The budget for the Records Preservation Fund has revenues that are reported and segregated in a separate fund. This fund allows the County to keep county records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records and provide services to customers by:

- Replacement of computers;
- Maintenance of equipment and software;
- Conversion of paper records to digital format;
- Conversion of digital files to microfilm.
- Repair and preservation of historical paper records; and,
- Set aside funds for future records needs (shelving, cabinets, updates, equipment, off-site records storage and other records programs.)

The Records Preservation Fund is used for operating and capital expenses.

### Activity Goals

- Improve public access to records through electronic media (website, road petition database and vitals database).
- Preserve birth and death records by placing them in clear non-reactive envelopes and storing them in binders.
- Preserve existing paper records for future use by the public.

### Recent Accomplishments

- Received significant revenues for the Records Preservation Fund.
- Converted digital images to microfilm for archival purposes of those documents recorded in the fiscal year.
- Preserved 5,400 birth and death records by placing them in clear non-reactive envelopes and storing them in 36 custom binders.
- Maintained EagleRecorder, Tyler Content Manager, and ESRI ArcGIS software.
- Purchased Tyler Meeting Manager software to set up county meeting agendas.
- Maintained Xerox large format scanner/printer system.
- Provide enhanced GIS by contracting with TetraTech to link Clerk & Recorder real estate records geographically to the county mapper. The Gallatin County Clerk & Recorder Document Map Viewer is fully functional and available on our website for public use.
- Created digital images of all the surveyor notes in the office by contracting with ArcaSearch.
- Purchased image upload utility to speed processing of historic documents in EagleRecorder.

# GENERAL GOVERNMENT

## Clerk & Recorder – Records Preservation

### Activity Budget

Object of Expenditure	Actual FY 2012	BUDGET FY 2013	Actual FY 2013	Request FY 2014	Preliminary FY 2014	BUDGET FY 2014
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	111,392	171,793	128,845	168,000	168,000	168,000
Debt Service	-	-	-	-	-	-
Capital Outlay	6,550	81,562	20,391	125,000	125,000	125,000
Transfers Out	31,295	34,386	34,386	-	-	-
<b>Total</b>	<b>\$ 149,237</b>	<b>\$ 287,741</b>	<b>\$ 183,621</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>

### Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	149,237	287,741	183,621	293,000	293,000	293,000
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 149,237</b>	<b>\$ 287,741</b>	<b>\$ 183,621</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>

### Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	155,110	155,000	151,563	188,000	188,000	188,000
Cash Reappropriated	(5,873)	132,741	32,058	105,000	105,000	105,000
<b>Total</b>	<b>\$ 149,237</b>	<b>\$ 287,741</b>	<b>\$ 183,621</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>

### Activity Personnel

No. of Positions	FT/PT	Title	FTE
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Staff is not funded in this activity

Total Program 0

## Clerk & Recorder – Records Preservation

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### 2014 Budget Highlights

#### Personnel

- No personnel in the Records Preservation budget.

#### Operations

- Birth and Death record preservation project.
- Maintenance for all software products and equipment used in the office.
- Microfilm to digital and digital to microfilm conversion of images.

#### Capital

- File Cabinets \$5,000; Computers \$5,000; Printer \$5,000; Scanner \$5,000; On Demand Ballot Printer \$30,000; Mobile Shelving System \$50,000; Auto Indexing Module \$25,000

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the goals, followed by the methods by which the Department is striving to fulfill those goals.

#### Align community needs with budgetary decisions

- Purchase On-Demand Ballot Printing system to ensure sufficient ballots are available for elections and that the small run ballots are printed economically.

#### Adhere to long-term goals

- Maintain Eagle Recorder and Content Manager software that stores permanent records for the public.
- Create greater paper record storage efficiency by purchasing mobile shelving system.

#### Demonstrate exceptional Customer Service

- Knowledgeable, friendly, helpful staff.
- Accessibility of land information.

#### Serve as a Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

#### Improve communication within county government, other jurisdictions and our public

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.

#### Be an Employer of Choice and improve employee retention

- Staff has training opportunities available to them.

Clerk & Recorder – Records Preservation

Workload Indicators / Performance Measures

<b>Workload Indicators</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
<b>Indicator</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
1.	Record preservation revenue collected	\$140,287	\$155,110	\$163,000	\$163,000
2.	Converted digital records to microfilm	118,614	120,000	121,000	125,000
3.	Archive and bind Birth and Death Certificates	6,200	5,400	5400	5400

<b>Performance Measures</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Projected</b>
<b>Measure</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
1.	Purchased all computers budgeted for on schedule	5	3	13	3
2.	Purchased binders and bind historic ½sheet birth and death ctfS	67%	100%	100%	100%

**Comments**