

**STAFF REPORT**

**DATE:** October 24, 2013  
**DEPARTMENT:** Auditor's Office – Recording/Marriage License Dept  
**TYPE OF REPORT:** Micro Film to Digital Image Project  
**SPECIFIC REQUEST:** To request an addendum to the US Imaging Contract

**CHECK ONE:**  CONSENT \_\_\_\_\_  DISCUSSION \_\_\_\_\_  CAO AUTHORITY

**BACKGROUND**

The recording department of the Auditor's office is responsible for receiving documents from the public and making them a permanent record. In the past documents were preserved on micro film. This film was retrieved when a citizen wanted a copy or certified copy of their documents. The Recording Department is in the process of digitizing the images from 1960 through 1997 to make it more efficient for staff and citizens to locate and reproduce documents. This project is currently being performed but it has been discovered that the estimate of rolls of film needed to complete the project was underestimated because there is a portion of the documents that are not on film but are in jackets. These jackets contain approximately 700,000 additional images. These additional images are required to be digitized so the date range of document will be complete.

**POLICY IMPLICATIONS / COMMUNITY OUTREACH**

There are no policy changes.

**ACTION REQUESTED**

Operation and Maintenance Fund

This request is to pay for the additional digitizing of 700,000 images at a cost of \$86,000.

**BUDGET IMPLICATIONS**

There is no budget implications associated with this request.

**DISTRIBUTION**

Greg Kimsey, Mark Gassaway, Sandra Hall, Paul Harris (Auditor's Office)  
Michael Fish, (Treasurer's Office)

**PRIMARY STAFF CONTACT:** Paul Harris

  
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Clark County Auditor Greg Kimsey

Approved   
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CLARK COUNTY BOARD OF COMMISSIONERS  
Nov. 5, 2013 SR 222-13

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