
SALT LAKE CITY COUNCIL MEMO

DATE: February 15, 2005
SUBJECT: Recorder's Office Division Briefing
STAFF REPORT BY: Sylvia Jones

The City Recorder's Office provides the following services:

- Management of the records of the City.
- Administration of City elections (contracted with Salt Lake County).
- Publishing of official City notices.
- Serving as the recording secretary to the City Council.

The Council staff did not have the opportunity to see the Administration's written materials prior to preparing this memo. Following are some potential questions that staff has identified based upon past observation:

1. What is the status of the Recorder's archiving program -- are current resources adequate?
2. At one point there was discussion of software or hardware that would help shorten search time for the very old minutes that are currently contained in books. The cost was \$30,000. Is this something that the Recorder's Office is still investigating?
3. Compared with other Recorders' Offices around the Country, are the resources available to our City Recorder's Office about average, below average or above average?
4. Are the innovations with voice recording and paperless agenda documentation working for the Recorder's Office? What improvements are suggested?

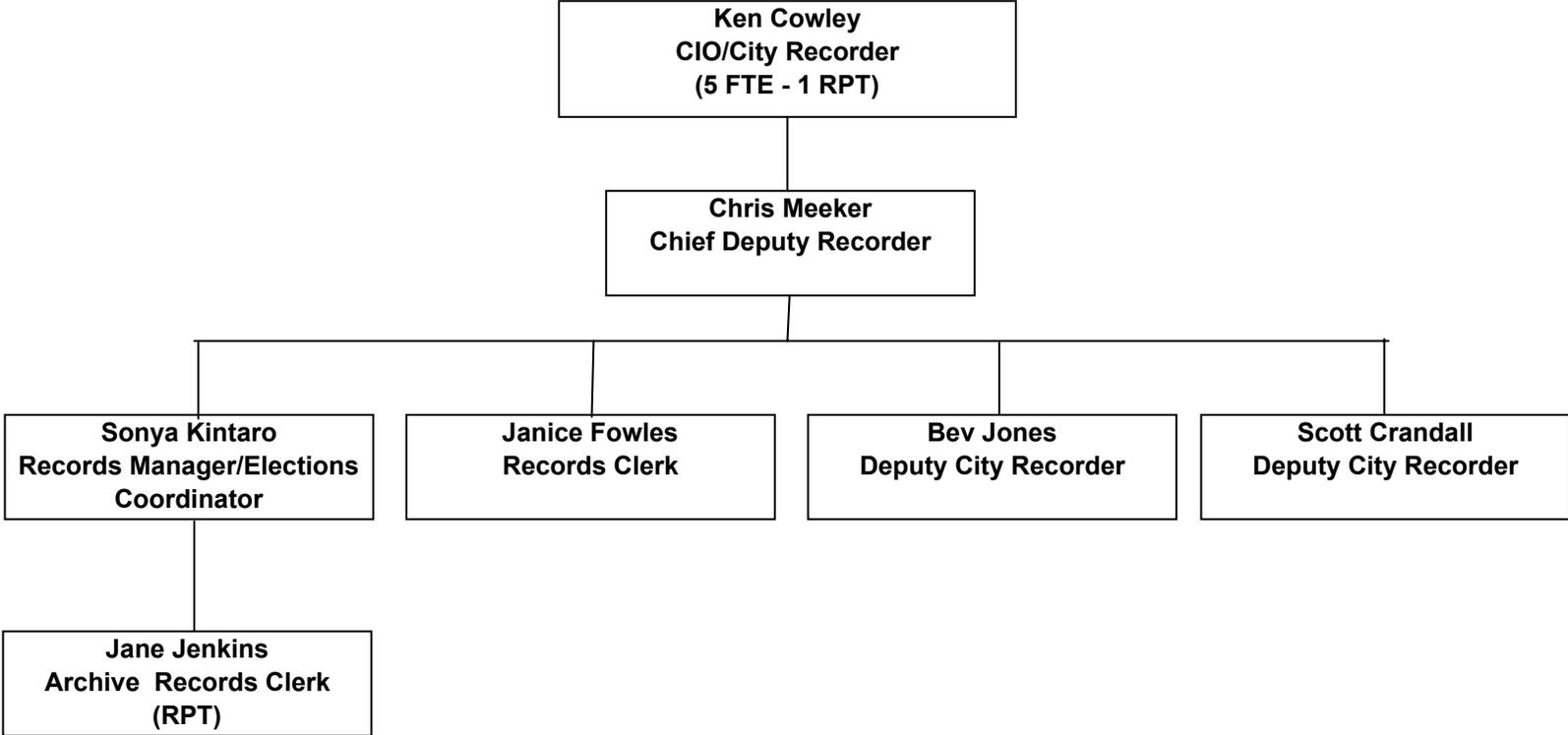
Council staff has provided a four-year budget history for the Recorder's Office below.

Recorder's Office

FY04-05 Adopted Budget	Percent Change	FY03-04 Adopted Budget	Percent Change	FY02-03 Adopted Budget	Percent Change	FY01-02 Adopted Budget
\$461,459	2.6%	\$449,663	(1.6%)	\$457,183	4.0%	\$439,561

The Administration has provided the following paperwork: (see attached)

- A. A list of functions / services performed by the Division and an organizational chart, including the number of FTE's.
- B. Information on any service level measurements available (for example, x number of permits were issued last year, a 2 percent increase / decrease over the previous year).
- C. Responses to the following questions:
 - 1. What successes has your Division achieved in the recent past, and what successes do you see in the near future?
 - 2. What are the most significant challenges the Division will face in the near future?
 - 3. Have the services provided by the Division increased / decreased or remained the same over the past 2 or 3 years, and do you anticipate that service levels will increase, decrease, or remain the same in the near future?
 - 4. Are there service level improvements that could be made in your Division with a minimal investment of funding, or are there functions where additional resources may be needed in order to maintain current service levels?



Salt Lake City Recorder's Division Briefing

February 17, 2005

I. Council Questions:

A. *A list of functions/services performed by the Division and an organizational chart, including the number of FTE's.*

1. **Functions- The Recorder's Office:**

- a) Manages records of Salt Lake City according to GRAMA: Utah Code Ann. 63-2-101 and Salt Lake City Code 2.64.180.
- b) Records, numbers, and certifies passage of Ordinances & Resolution according to Utah Code Ann. 10-3-713.
- c) Countersigns all contracts made on behalf of the City and maintains a properly indexed record of such contracts, according to Utah Code Ann. 10-6-138.
- d) Attends all City Council Meetings and keeps the record of the proceedings of the governing body according to Utah Code Ann. 10-6-137, 10-3-1212.
- e) Acts as Secretary to the City Council, Municipal Building Authority, and Civilian Review Board.
- f) Publishes and posts ordinances. Before taking effect, the ordinance is deposited in the Office of the City Recorder and a short summary of the ordinance is published at least once in a newspaper within the City, according to Utah Code Ann. 10-3-107 and Salt Lake City Code 1.04.040.
- g) Holds Municipal Primary and General Elections according to Utah Code Ann. 21a and Salt Lake City Code 2.68 Elections and 2.46 Financial Disclosures.

2. **Services Performed:**

- a) Assists public and City staff with record searches and provides certified copies of documents filed with the City Recorder's Office.
- b) Provides City staff and public with a digital record of City Council meetings.
- c) Manages the City Records Center and Archives.
- d) Works with City departments to create record retention and disposition.
- e) Opens and processes bid documents for City construction projects.
- f) Receives and processes claims, subpoenas and summons.

- g) Notarizes and witnesses documents.
- h) Provides Oath of Office for City Officials and Board Appointments.

B. Information on any service level measurements available.

1. Worked with the following departments in the management of records: Police, Information Management, Human Resources, Accounting, HAND, Business Licensing, Property Management, Treasurer, Justice Court, Fire, Public Services (Golf), Attorney's Office and Building Services.
2. Through the creation of retention schedules, approximately 500 boxes of records scheduled for destruction were removed from the Archive in 2004, and 228 boxes in 2003.
3. 136,440 pages were scanned in 2004 and 102,930 pages were scanned in 2003.
4. One GRAMA hearing was requested in 2002 and was resolved without the need of a hearing. Four hearings were requested in 2003, three were held and one was resolved without the need of a hearing. Twelve hearings were requested in 2004, six of which were resolved without the need of a hearing.
5. 4,125 Historical documents were scanned.
6. Attended and transcribed 86 City Council and Civilian Review Board meetings in 2003 and 77 in 2004.
7. Currently have 21 City Council Work Session meetings posted on the City Council web site with audio and PDF attachments.
8. Mailed approximately 5,285 Special Improvement District and hearing notices.
9. Published 347 public notices in 2004 and 336 public notices in 2003.
10. 1,111 files were processed in 2004, 1,160 in 2003, and 1,095 in 2002..
11. As time allows, old files are moved into indexing programs. In 2003, all of 1990, 91, 92 and 93 were moved.
12. Executive Action Reports were imported into Folio. In 2004 Council agenda files for 1991 were moved to Folio.

C. Responses to the following questions:

1. What successes has your Division achieved in the recent past, and what successes do you see in the near future.

- a. In 2002, the State Legislature passed a bill changing the requirements for minutes of open meetings. Utah State Code 52-4-7 now allows a meeting record to be kept by digital recording. The Recorder's Office currently uses a software program for digital recording and in January 2005 we were able to place 21 City Council Work Session meetings with audio and attachments on the Council's web site. This change and the use of technology allowed the Recorder's Office to reduce one full time employee in FY 2005.
- b. A new Candidate Financial Reporting system was brought on line for the 2003-04 Election and will be on line for the 2005-06 Election. The program provides public access to candidates' disclosure of contributions and expenditures.
- c. The Recorder's Office is currently working to implement the Salt Lake City Records Ordinance 2.64 as it pertains to the duties of the Records Committee, specifically in acceptance of the City's records retention schedule and training.
- d. The Community Development records storage room at 248 East 600 South was transferred to the Recorder's Office to maintain. Records Management staff will identify inventory and integrate the records into the City's record storage system.
- e. In 2003, the Records Storage system was created to manage the records stored at the City's Storage and Archives. Data on each box contains records series, disposition date, contents of the box, and location of each box. Data from an Access database was converted to the new program, and checked for accuracy. In 2004, a destruction of records took place using the records storage program to detail boxes ready for destruction. Careful checking of retention schedules and verification of destruction took place with approval of the owners of the records. Approximately 500 boxes were properly destroyed. In 2004, new shelving was purchased and installed allowing space for 1900 more boxes.
- f. A regular part time Records Archive Clerk was approved for hiring in FY 2005 to work at the City's Record Center and Archives. The goal is to organize the inventory of boxes electronically as they are transferred to the Record Center, to maintain the inventory according to the life of the record, to inventory the Community Development records area and to incorporate the records into the City's record storage system. Hiring an archive clerk at the Record's Center has created consistent and quicker retrieval for City staff, including meeting the goal to organize and inventory the Records Center and Archives.

2. What are the most significant challenges the Division will face in the near future?

- a. Current archive space at 268 East 600 South does not meet physical and archival quality environmental requirements. Specific deficiencies are heating, cooling, air exchange and ceiling height. One Recorder's Office staff member works there 24 hours per week. Storage space is quickly diminishing as service levels increase (more departments are sending boxes to storage for maintenance).
- b. Preservation of 68 volumes of municipal records that include three historical ordinance books and 65 volumes of indexes to the minutes for Salt Lake City Commission and City Council ranging from 1849 to 1981.
- c. Change from paper-based data to a usable, manageable electronic format with quick and easy retrieval.
- d. Meeting the increasing needs of our citizens.
- e. Staying abreast of fast moving technology.
- f. Work loads that consistently increase.
- g. New state statutes.

3. Have the services provided by the Division increased/decreased or remained the same over the past 2 or three years and do you anticipate that services will increase, decrease or remain the same in the near future.

The requests for services that are provided by the Recorder's Office are consistently growing. This growth comes from changes in regulations, (such as GRAMA, retentions, schedule changes, etc.) and from citizens demand to have full and easy access to all records using the latest technologies. Furthermore, we believe that the number and complexity of Records Appeals will increase as public demand for records increases.

In the past 3 years, the Recorder's Office has been training departments about proper records management, including the need to have retention schedules and proper destruction in order to comply with state requirements. With this training, departments have been organizing their records and creating retention schedules. However, some of the Departments have very little storage space and have asked us to keep and store their records.

4. Are there service level improvements that could be made in your Division with a minimal investment of funding or are there functions where additional resources may be needed in order to maintain current service levels?

Current archive space at 268 East 600 South does not meet physical and environmental needs.