



COUNTY OF HUMBOLDT

For the meeting of: 6/10/2025

File #: 25-679

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize the Clerk-Recorder to Execute Necessary Documents with Kofile Technologies, Inc. for Expanded Archive Restoration and Digitization of Vital Records and Approve a Supplemental Budget in the Amount of \$250,000 for the Record Conversion, 1310267 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Clerk-Recorder to execute necessary documents for the expansion of archive restoration and digitization work under the existing agreement with Kofile Technologies, Inc., to include additional birth, death, and marriage records from 1855-2024; and
2. Approve a supplemental budget request in the amount of \$250,000 for the Recorder-Record Conversion budget, 1310267. (4/5 Vote Required)

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

In 2024, the Board approved an agreement with Kofile Technologies, Inc. for the preservation and digitization of various official records, including vital records, Board of Supervisors records, and elections-related materials. The original project scope covered a significant portion of the county's archive and is currently underway.

To build on that effort and ensure the comprehensive long-term preservation of Humboldt County's historical records, this expanded scope will include an additional volume of birth, death, and marriage records dating from 1855 through 2024. The work will include professional conservation of original paper documents and high-resolution digitization to ensure secure, efficient, and long-term access to these records.

These records are of considerable historical and legal value, and their preservation aligns with statutory obligations to maintain official records in perpetuity. Expanding this project now will result in a more complete and consistent digital archive.

SOURCE OF FUNDING:

Recorders Modernization Trust (3662)

FINANCIAL IMPACT:

| Expenditures (1310,267) | FY24-25 | | |
|---|-------------------|--|--|
| Budgeted Expenses | <u>667,206.93</u> | | |
| Additional Appropriation Requested | <u>250,000.00</u> | | |
| Total Expenditures | <u>917,206.93</u> | | |

**Projected amounts are estimates and are subject to change.*

| Funding Sources (1310,267) | FY24-25 | | |
|-----------------------------------|-------------------|--|--|
| Fees/Other | <u>917,206.93</u> | | |
| Total Funding Sources | <u>917,206.93</u> | | |

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Additional cost of the project is estimated at \$250,000. A supplemental budget is needed from the Records Modernization Trust, 3662, to the Record Conversion budget, 1310267, in the amount of \$250,000. Sufficient funds exist in the Records Modernization Trust, 3662 for this transfer.

Total project costs are estimated to be \$1,584,414. Fiscal year (FY) 2023-24 project expenditure totals were \$667,207. The remaining costs should be expended in FY 2024-25 in the amount of \$917,206.93.

No future cost for operation or maintenance shall be required.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

The recommended actions will not have an impact on county staff. Kofile Technologies, Inc. will provide all services for the project.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not authorize the Clerk/Recorder to execute a Professional Services Agreement with Kofile Technologies, Inc. or not approve the supplemental budget request. However, this is not recommended as denial would prevent the preservation of Vital Records and could cause dis-service to the public.

ATTACHMENTS:

Kofile Technologies, Inc. Quote
1310267 Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Meeting of: 3/12/2024
File No.: 24-269