



## Auditor - Document Preservation 12401.221.

### Mission Statement

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The Clallam County Auditor's Office is committed to manage and optimize the preservation of historical county documents and provide professional, knowledgeable, and courteous service to County employees and citizens.

### Function

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Provide funds to support historic document preservation throughout county government.

### Trends/Events

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None at this time.

### Goals

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1. Continue the comprehensive archive project by scanning all historical recorded documents held in the Auditor's vault and then send the original records to the State Archives for permanent keeping. Estimated cost to have scanning completed by third party entities is approximately \$300,000. We do not have the staff ability to oversee a large project of this size, so in 2025 we will be focusing on a smaller portion of the archiving project and start with the most recent paper documents that date from 1961-1984. At this time, we continue to be short staffed and have not been able to complete this project.
2. Support other funds/departments to preserve their permanent 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

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	2022 Actual	2023 Actual	6/30/24 Actual
In-house scanning hours	727	354	246
Contract scanning expenditures	\$14,154	\$7,039	\$5,042

### Grant Funding Sources

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This fund does not receive any grant revenue.

## Revenues

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Beginning Fund Balance	607,619	618,022	601,152	567,609
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	69,658	39,084	0	60,000
Charges for Goods and Services	42,628	33,368	17,129	31,000
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	719,905	690,474	618,281	658,609

## Expenditures

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Ending Fund Balance	618,022	601,152	568,848	140,435
Salaries and Wages	55,320	42,013	29,682	117,682
Personnel Benefits	22,293	18,361	13,386	52,239
Supplies	118	287	118	1,100
Other Services and Charges	10,183	16,075	142	335,471
Intergovernmental Services	13,969	12,587	6,105	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	11,682
Transfers Out	0	0	0	0
Total	719,905	690,474	618,281	658,609

## Staffing

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Full Time Equivalents	1.00	1.00	1.00	1.00