



Auditor - Document Preservation 12401.221.

Mission Statement

The Clallam County Auditor's Office is dedicated to preserving historical county documents and delivering professional, knowledgeable, and courteous service to County employees and citizens, while continually optimizing our processes and resources.

Function

Provide funding and strategic support for the preservation, protection, and accessibility of historic documents across all areas of Clallam County government, ensuring these records remain available for future generations and serve the legal, administrative, and historical needs of the community.

Trends/Events

Due to recent budget reductions, this fund has taken on the additional responsibility of covering employee salaries that were previously supported by the General Fund. However, the primary intent of this fund has always been to support essential document preservation projects. This shift in use has created uncertainty about the fund's long-term viability, as the increased drawdown for salaries may outpace the rate at which revenues can replenish it—potentially jeopardizing the completion of critical preservation efforts.

Goals

1. The primary goal of this fund is to complete the comprehensive archive project by digitally scanning all historical recorded documents currently held in the Auditor's vault and transferring the original records to the Washington State Archives for permanent preservation. The estimated cost to outsource the full scanning project to a third-party vendor is approximately \$300,000.

Due to limited staffing and resources, we are not currently able to manage a project of this scale in-house. As a result, our 2026 objective is to begin with a more manageable phase by digitizing the most recent historical paper records, specifically those dated from 1961 to 1984. Persistent staffing shortages in past years have prevented significant progress on this initiative, but this phased approach will allow us to begin meaningful work within current capacity.

- Support other County departments and funds in preserving their permanent document backlogs and transferring those records to stable, archival-quality media in accordance with approved archival standards. This collaborative preservation effort can only be fully realized if this fund is no longer required to subsidize employee salaries, which currently limit the resources available for project implementation.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
In-house scanning hours	354		
Contract scanning expenditures	\$7,039		
Scanning of recording documents		10,689	5,575
Scanning of Marriage Licenses		477	222

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Beginning Fund Balance	618,023	601,153	582,960	404,670
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	39,084	33,851	0	40,000
Charges for Goods and Services	33,368	36,753	19,001	38,000
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	690,474	671,757	601,961	482,670

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Ending Fund Balance	601,153	582,960	523,184	217,855
Salaries and Wages	42,013	46,505	49,140	107,345
Personnel Benefits	18,361	19,045	23,698	48,761
Supplies	287	118	29	1,100
Other Services and Charges	16,075	10,236	72	95,471
Intergovernmental Services	12,587	12,895	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	5,838	12,138
Transfers Out	0	0	0	0
Total	661,043	671,759	601,961	482,670

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalents	1.00	1.00	1.75	1.75