

# The County Of Nevada



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CLERK RECORDER-REGISTRAR OF VOTERS

GREGORY J. DIAZ

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## NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

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**MEETING DATE:** November 7, 2017

**TO:** Board of Supervisors

**FROM:** **Gregory J. Diaz Clerk-Recorder/Registrar of Voters**

**SUBJECT:** Resolution authorizing execution of a contract with Kofile Technologies, for Services for microfilm conversion, digitizing images for social security number truncation for the Nevada County Clerk-Recorder's office from special funds budget for fiscal year 2017-18. Special Funds were allotted for modernization provided by Resolution 08-112 approved by the Board of Supervisors in March 2008.

**RECOMMENDATION:** Approve the attached Resolution.

**FUNDING:** Funded by the Clerk-Recorder's Special Funds, no impact to General Fund.

**BACKGROUND:** A program, pursuant to Government Code Section 27300 through 27307, has been enacted to establish the Social Security Number Truncation Program. Under this Program, the County Clerk-Recorder shall create in an electronic format an exact copy of all documents recorded which contain social security numbers. The first five digits of these social security numbers shall be removed. As of January 1, 2009, the County Recorder has been mandated to create an electronic copy of every document recorded containing a social security number so that only the last four numbers of the social security number are displayed. All official records and indexes must be converted from microfilm to an electronic format to truncate the first five numbers of a social security number from January 1, 1980 to present. Once the statutory requirement is met, Nevada County Clerk-Recorder desires to utilize any remaining money in the special revenue fund for the microfilm digitizing, indexing and redaction of Nevada County records back to 1928 in order to preserve the Recorder Official Records against natural or other disasters, including fire destruction, for the benefit of the citizens of Nevada County.

The Social Security Number Truncation Program shall be funded by the Special Funds setup by Resolution 08-112. Adoption of the Resolutions attached would accomplish the requirements set out by Government Code 27300.

**Item Initiated by:** Sandra Sjoberg

**Approved by:** Gregory J. Diaz

Submittal Date:  
Revision Date: