



County of Calaveras

Social Security Number Truncation Program

First Review

Review Period February 1, 2008 to June 30, 2013

County of Calaveras

Social Security Truncation Program Review

Background:

On October 13, 2007 California Assembly Bill 1168 came into law. The bill initiated the implementation of the Social Security Number Truncation Program (SSNT Program). The SSNT Program was put into effect to protect citizens from identity theft by truncating all social security numbers on public versions of official records. The following government codes were added due to the passing of AB1168:

- California Government Code Section 27301
- California Government Code Section 27304
- California Government Code Section 27361(d)
- California Government Code Section 27300-27307

The Calaveras Board of Supervisors approved resolution number 08-021, implementing an additional recording fee of one dollar (\$1.00) for the first page of every instrument, paper, or notice required or permitted by law to be recorded. The fee was set to only be used for the implantation and ongoing costs of the Social Security Number Truncation Program. Per the resolution the fee will continue until December 31, 2017, unless the Clerk-Recorder gains reauthorization from the Board of Supervisors.

Period Reviewed:

February 1, 2008-June 30, 2013

Initial Analysis and Estimates:

In 2009 the Clerk-Recorder purchased redaction software from ATPAC in the amount of \$33,933.05. This cost included day forward redaction up to 70,000 images and backfile redaction up to 1,000,000 images for previously recorded documents. Documents recorded after August of 1995 are stored using our current recording system IRIS™. The recording system IRIS™ (hosted by HOV Services, Inc.) experienced an issue when the automated redaction software was installed. After the social security number was truncated and ATPAC was ready to import the redacted document into IRIS™, the recording system would not recognize the redacted image. The Recorder's office is working closely with HOV technical services staff to find a resolution to this issue, however until it is resolved staff is currently manually redacting images recorded from August 1995 to current date.

Documents recorded from January 1, 1980 to August 1995 are stored digitally using BMI Imaging Systems Digital Reel™ software. The Clerk-Recorder is in the process of obtaining approval for an upgrade to the Digital Reel™ software. When BMI Imaging Systems performs the upgrade they will import the redacted images from ATPAC. This will fulfill a large portion of the truncation requirements under section 27301(a). The estimated cost for the redaction portion of the project is \$5,000.

Progress of Truncating Recorded Documents Pursuant to Subdivision (a) of GC Section 27301:

All electronic records in the IRIS System from July 2001 to present have been manually redacted using staff time.

Digital images from January 1, 1980 to August 1995 are hosted by BMI Imaging Systems. The Clerk-Recorder will be going before the Board of Supervisor's to ask for approval to upgrade the current BMI Imaging System. During the upgrade BMI Imaging Systems will be exporting the images to ATPAC for redaction, and will import them back in once the redaction has been completed. The exporting and importing of the images will be \$5000.00 payable to BMI Imaging Systems.

Fiscal Review:

Fees for redacting (SSNTP Fee) were established by Resolution No. 08-021 on January 22, 2008. The total amount collected from February 1, 2008 to June 30, 2013 was \$91,715. The following is the amount of fees received per fiscal year:

FY 2007/08:	\$7,932
FY 2008/09:	\$16,366
FY 2009/10:	\$16,361
FY 2010/11:	\$15,628
FY 2011/12:	\$16,087
FY 2012/13:	\$19,341

In the fiscal years 2008/2009 & 2009/2010 the Clerk-Recorder purchased redaction software through ATPAC to conduct the day forward redaction & the backfile redaction process. The total cost of the software, licensing, hard drive, server, and backup tapes was \$36,918.68. The total amount paid out of the Social Security Truncation Fund (5588) was \$26,149.88, due to the low balance in the SSNTP fund the remaining balance of \$10, 768.80 was paid out of the Recorder's Modernization Fund (5466).

Estimated Ongoing Costs:

The estimation of ongoing costs for the SSNT Program are based on the amount of staff time used to manually redact images from 1996 to 2001, staff to conduct quality control measures, and the cost to import redacted images into the Digital Reel™ System.

The cost to truncate the social security numbers from 1980 to 1995 will be \$5,000, in addition to staff conducting quality control measures to ensure social security numbers were correctly redacted. At this time there is no estimated cost available for the quality control portion of this project. The images will be exported to ATPAC for redaction and then BMI Imaging Systems will import the redacted images back into the Digital Reel™ system.

If HOV Services, Inc. is successful in importing both images back into the IRIS™ system the ongoing costs should only include the annual Day Forward Redaction fee of \$7,500.00 per tier. Each tier consists of 100,000 images viewed for redaction. Over the last six years the average image count was 70,200. We are estimating \$30,000 in Day Forward Redaction costs through the year 2017.

If HOV Services, Inc. is unsuccessful in producing two separate images, the ongoing cost would be the use of staff time to manually redact from 1996 to present date. Cost of Staff time is based on a weighted salary of \$36.00 per hour the redaction processing time is six seconds per image, the cost would be \$.06 per redacted document for an estimate of \$26,620 to bring the redaction to current date and then an estimate of \$1,566 for each year following.

Estimated Ongoing Costs After Project Completion:

After the truncation project is completed through the present date, the estimated ongoing costs to truncate the social security numbers are expected to be \$7,500 each year. This is the estimated cost to purchase tiers are calculated at \$7,500 per 100,000 images or \$.075 per image.

SSNTP Expenses

PAID OUT OF SSNTP DF 5588

<u>Date of Claim</u>	<u>Company</u>	<u>Item</u>	<u>BE#</u>	<u>Cost</u>	<u>Org. Key</u>	<u>Obj. Code</u>	<u>Date of DF Transfer</u>
12/4/2008	Channel Technology II	Portable Hard Drive	OH103909	\$ 145.00	10100440	5257	
1/20/2009	AT PAC	Agreement	OH104806	\$ 23,163.00	10100440	5271	6/30/2009
4/28/2009	Quest	Tape Cart, Omniview Cable	OH106390	\$ 53.13	10100440	5413	
5/1/2009	DELL	Server/Backup Agent	OH106613	\$ 821.06	10100440	5413	
6/10/2009	Quest	3 Tape Cart Cases (extract project)	OH106789	\$ 165.89	10100440	5413	
5/3/2010	AT PAC	Annual Fee(70,000) images day forward	OH112041	\$1,801.80	10100440	5271	6/30/2010
			Total	\$ 26,149.88			

PAID OUT OF RECORDER MOD DF 5466

<u>Date of Claim</u>	<u>Company</u>	<u>Item</u>	<u>BE#</u>	<u>Cost</u>	<u>Org. Key</u>	<u>Obj. Code</u>	<u>Date of DF Transfer</u>
1/20/2009	AT PAC	ID Program Lic Agreement	OH104806	\$ 10,768.80	10100440	5271	6/30/2009
			Total	\$ 10,768.80			