EXECUTIVE SUMMARY

DEPARTMENT MISSION AND FUNCTION
The mission of Department of Records is to: ensure that municipal records are properly created, controlled and managed for use by City agencies and the public; carry out the functions and the duties of the County Recorder of Deeds and the parcel land Registry; the processing of various public filings; and provide access to public records.

PROPOSED BUDGET HIGHLIGHTS/FUNDING REQUEST
     For FY15, the Records Department is presenting a General Fund Operating Budget of $4,546,317. This budget reflects the following levels:
- Class 100 (Personal Services) is allocated at $2,862,324. The number of budgeted full-time staff positions remains the same as FY14 at sixty-three positions.
- Class 200 (Purchase of Services) remains the same as the FY14 estimated obligation level of $1,538,779.
- Class 300 (Materials and Supplies) remains the same as the FY14 level of $60,502 for FY15.
- Class 400 (Equipment) remains the same as the FY14 estimated obligation level of $83,256.
- Class 500 remains at the FY14 level of $1,456 in FY15.

The Department has a number of service rooms that provide millions of units of service annually. To name some, the units include Document Recording, Mapping, Police & Fire Reports Unit, Reprographics and Records Management. The units service a wide variety of customers including the public but also the legal and business communities. Divisions and units process documents and information and provide this information to the public and the commercial and legal communities.   Over the past several years, a number of initiatives were undertaken and focused on providing quick turnaround for processing documents and returning them to our customers. Currently, 64% of the total recording volume is submitted and processed electronically. This initiative is very well received by the business community as it facilitates their service to their customers. We continuously work with industry groups to increase the number of companies participating in the electronic process. The Department also provides a number of on-line services to the public and industry groups including Police Accident and Incident Reports that are available in a convenience system to those entities that meet the requirements. The land parcel base (legal dimensions, "metes and bounds" descriptions) is deployed via an on-line system that is maintained and kept up to date with changes. Early Land and Vital Records of interest to the business community and other professional groups are also available on-line via a subscription service. And, over 100,000 photographs of various City projects are also available on-line, 24 x 7. This system is maintained and photographs continue to be scanned and added to the on-line collection.

The Records Department processes filings of Campaign Finance submissions through seven annual cycles and Financial Disclosure Statements through an annual cycle. Both of these repositories are electronic with 100% filing of Campaign Finance and 87% electronic submission of Financial Disclosure Statements. In the past year, the Records Management Unit worked on a number of special projects for external and internal customers.

Education of school-age students is very important to the health of our City and the Department is an active participant in National History Day Philly!, a nationwide initiative to develop research, writing and critical thinking skills through history and contact with primary source material. Current assessment data shows that students who participate in National History Day outperform all students across the curriculum. In 2013, 318 students competed in the National History Day contest and they submitted 172 total projects representing 16 schools (public, charter, parochial). The program serves many more students/schools than those who attend the contest, since this is a year-round academic program. Through this program more than 1,000 middle and high school students are served.

Records Department is also recognized by others for its archival holdings. During the last year the City Archives was used as a research facility by faculty members from the University of Pennsylvania and Minnesota's Carleton University, students from Yale and Temple University, the Wills Eye Trust and Philadelphia-based author Allen Hornblum, who was doing research on tennis player William Tilden.

DEPARTMENT OF RECORDS
BUDGET SUMMARY AND OTHER BUDGET DRIVERS

Financial Summary by Class

	Fiscal 2013 Actual Obligations	Fiscal 2014 Original Appropriations	Fiscal 2014 Estimated Obligations	Fiscal 2015 Proposed Appropriations	Difference FY14 - FY15
Class 100 - Employee Compensation	$2,734,031	$2,862,324	$2,862,324	$2,862,324	$0
Class 200 - Purchase of Services	$1,083,641	$1,083,779	$1,538,779	$1,538,779	$0
Class 300 - Materials and Supplies	$98,666	$60,502	$60,502	$60,502	$0
Class 400 - Equipment	$15,074	$18,256	$83,256	$83,256	$0
Class 500 - Contributions	$1,455	$1,456	$1,456	$1,456	$0
Class 700 - Debt Service	$0	$0	$0	$0	$0
Class 800 - Payment to Other Funds	$0	$0	$0	$0	$0
Class 900 - Advances/Misc. Payments	$0	$0	$0	$0	$0
TOTAL	$3,932,867	$4,026,317	$4,546,317	$4,546,317	$0

Staff Demographics Summary*

	Total	Minority	White	Female
Full-Time Staff	61	66%	34%	49%
Executive Staff	13	62%	38%	54%
Average Salary - ES	$55,695	$45,374	$72,209	$64,355
Median Salary - ES	$50,238	$47,616	$80,790	$50,838

Employment Levels*

	Budgeted	Approved	Filled
Full-Time Positions	63	63	61
Part-Time Positions	0	0	0
Executive Positions	13	13	13

Contracts Summary*

	FY09	FY10	FY11	FY12	FY13	FY14*
Total amount of contracts	$3,427,342	$1,771,918	$625,556	$642,761	$1,912,942	$1,689,430
Total amount to M/W/DBE	$460,000	$269,000	$259,520	$296,386	$517,056	$314,500
Participation Rate	13%	15%	41%	46%	27%	19%

As of December 2013

DEPARTMENT PERFORMANCE (OPERATIONS)

Services	Outputs (Performance Measures)
Document Recording for legal instruments connected with title to real estate	Documents are recorded. (100% of documents recorded within 24 hours.) Real estate transfer taxes and other fees are collected. (Revenue collections.)
Registry	The City's real property land base and tax maps are maintained. (Number of changes made to the City's real property database.)
Records Management/ Archives	City-wide records are archived and destroyed according to record management standards and procedures. (Number of records pulled and sent. Number of boxes transferred in and number of boxes destroyed at city records center.) Archival requests are pulled. (Wait time.)
Reprographics	High volume reprographics are produced for City agencies. (Percentage of reprographic jobs and projects completed within three working days.)
Public Records Access	Public records are provided to the public for a fee. (Average turnaround time for records.)
Police and Fire Report Access	Public records are provided to the public for a fee, (Average turnaround time for records.)
Campaign Finance Filing	Campaign finance filings are collected. (Number of campaign finance filings. 100% filed electronically.)
Financial Disclosure Filing	Financial disclosure filings are collected. (Number of financial disclosure form filings. 87% filed electronically.)

Outcomes

Public information is available to citizens and the business community in a manner and time needed. The Department reported on the following performance measures in the Fiscal Year 2015-2019 Five Year Plan:

Performance Measure	FY08	FY13	FY13-FY12 Change	FY13 Q1-Q2	FY14 Q1-Q2	FY14-FY13 Q1-Q2 Change	FY14 Goal	FY15 Goal
Percent of documents electronically filed	31.1%	60.7%	11.5%	57.2%	63.2%	10.5%	64.0%	66.0%
Percent of public records electronically filed (financial disclosures/calendar year)	46.7%	86.6%	0.5%	N/A	N/A	N/A	88.0%	88.0%
Percent of documents recorded within 24 hours	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	100.0%	100.0%
Turnaround time in responding to requests for public records (in days)	1	1	0.0%	1	1	0.0%	1	1
Turnaround time in duplicating services routine and complex jobs in 1 to 3 days (percent of work)*	N/A	98.9%	3.9%	98.9%	99.8%	0.9%	100.0%	100.0%
Turnaround time in duplicating services routine and complex jobs in 4 to 7 days (percent of work)*	N/A	1.1%	-77.0%	1.1%	0.2%	-81.8%	0.0%	0.0%

* A simple job is a job that can be fed into the high speed copier and produced with minimal manual manipulation. A complex job is one that requires specialized binding or requires insertion of specialized tab separator sheets, lamination or a complex color ink.

The percent of documents electronically filed during FY13 was 60.7%, a 6.2% increase from FY12. During the first half of FY14, 63.2% of documents have been electronically filed, a 6.0% increase over the last year. The percent of public records electronically filed, such as financial disclosures per calendar year) was 86.6% in FY13, an increase of 0.4% from FY12. The percent of documents recorded within 24 hours was 100% over the last year. The turnaround time in responding to requests for public records has remained steady at one day.

DEPARTMENT CHALLENGES

The Department's biggest challenge is meeting legal mandates in light of limited resources.

STAFFING LEVELS

The Department of Records has a budgeted staffing level of 63 positions. Legal mandates (State, City Code, and Charter) will not be met if all positions are not filled.

PAST INITIATIVES

Past initiatives include: the PhilaDox credit card on-line system, the parcel mapping system, the Police accident/ incident on-line system, the photo archives on-line system and the backfile conversion to preserve the deteriorating microfilm. The Department introduced optical character recognition technology to facilitate indexing and electronic recording, and implemented E-recording and E-notarization, resulting in faster and more efficient document processing for the public. Records conducted a multi-year project to convert the Department's extensive microfilm holdings of land records into electronic images in order to increase the amount of data available to customers in a convenient and accessible manner available on line 24 X 7. Records Department implemented a Document Recording Notice Program that sends a notice to property owners each time a deed or mortgage is recorded with the Department of Records. This enables property owners to detect fraudulent activity against property and to take immediate action prior to subsequent fraudulent activity that sometimes occurs. Records implemented some tracking measures that provide law enforcement with additional information about transactions. This additional information is used by Records Department and professional organizations participating in the Fraud Conveyance Committee, including the Philadelphia Bar Association, the District Attorney's Office, the Police Department and other city agencies. The services funded by the Department of Records reflect City and State legal mandates.

CURRENT INITIATIVES

Records Department will continue with E-recording, E-filing, scanning of photos (PhillyHistory), and document notice letters. As resources permit we will support National History Day Philly!, a challenging educational initiative for Philadelphia's school age children that encourages research, critical thinking and communication skills through the use of original source materials.   We will also assist with special projects by providing research, recording and/or other support services for other city agencies' projects including Land Bank, other property related projects, Police, Law, RDA and Health to cite a few. The services funded by the Department of Records reflect City and State legal mandates. All operating budget funds are used to support the staffing, professional services, equipment and supplies that are required to meet these legal mandates. Records' FY15 Operating Budget total is $4,546,317.

NEW INITIATIVES

The Department of Records' services are driven by legal mandates. The department will continue to monitor and ensure compliance with City and State mandates and will focus on customer service to all public, internal and commercial entities using Records' services, providing convenient and timely support.
As our limited resources permit, we will upgrade Central Duplicating's equipment to provide for high-speed electronic as well as hard copy printing, provide training to Central Duplicating staff for new products, provide new payment gateways to improve performance for users, upgrade the land mapping system, provide notice letters to property owners to inform them of changes to titles, provide research and recoding services to the non-profit legal community that services the elderly and indigent. The services funded by the Department of Records reflect City and State legal mandates.

OTHER BUDGETARY IMPACTS

FEDERAL AND STATE

Not applicable.

OTHER

DEPARTMENT OF RECORDS

CONTRACTING EXPERIENCE

M/W/DBE Participation on Large Contracts

FY14 Contracts

Vendor	Service Provided	Amount of Contract	RFP Issue Date	Contract Start Date	Ranges in RFP	% of M/W/DBE Participation Achieved	$ Value of M/W/DBE Participation	Total % and $ Value Participation - All DSBEs	Living Wage Compliant?
Ewing Consulting	Assis in implementing and developing City specific records management procedures	$199,700	1/10/13	7/1/13	MBE: WBE: 20-25% DSBE: 20-25%	0% 100% 0%	$0 $199,700 $0	100% $199,700	yes yes yes
Virgilia Rawnsley	Archival and preservation consulting services	$98,700	6/24/10	7/1/13	MBE: WBE: DSBE:	0% 0% 0%	$0 $0 0	0% $0	yes yes yes
Azavea, Inc.	Refoldering of historic photographics for preservation	$60,000	12/13/11	7/1/13	MBE: 8-10% WBE: DSBE:	0% 0% 0%	$0 $0 $0	0% $0	yes yes yes
LRW Solutions	Records Management	$50,000	10/30/12	7/1/13	MBE: WBE: DSBE:	100% 0% 0%	$50,000 $0 $0	100% $50,000	yes yes yes
Conservation Center	Conservation and preservation of City's archival material	$30,000	7/2/10	7/1/13	MBE: WBE: DSBE:	0% 0% 0%	$0 $0 $0	0% $0	yes yes yes

EMPLOYEE DATA

Staff Demographics

Full-Time Staff

	Male	Female
Total	31	30
% of Total	51%	49%
	African-American	African-American
Total	13	23
% of Total	21%	38%
	White	White
Total	15	6
% of Total	25%	10%
	Hispanic	Hispanic
Total	1	0
% of Total	2%	0%
	Asian	Asian
Total	1	1
% of Total	2%	2%
	Other	Other
Total	1	0
% of Total	2%	0%
	*Bi-lingual	*Bi-lingual
Total	0	0
% of Total	0%	0%

Executive Staff

	Male	Female
Total	6	7
% of Total	46%	54%
	African-American	African-American
Total	2	4
% of Total	15%	31%
	White	White
Total	2	3
% of Total	15%	23%
	Hispanic	Hispanic
Total	0	0
% of Total	0%	0%
	Asian	Asian
Total	1	0
% of Total	8%	0%
	Other	Other
Total	1	0
% of Total	8%	0%
	*Bi-lingual	*Bi-lingual
Total	0	0
% of Total	0%	0%

*We have Language Line availability in each of our public service rooms and have trained the staff on how to use it.