MINUTE ITEM
This Calendar Item No. 35
was approved as Minute Item
No. 35 by the State Lands
Commission by a vote of 3
to 0 at its 5/31/89
meeting.

CALENDAR ITEM

35

A)
)N/A
S)

05/31/89
W 23882
C 8850
Cowan
Hall

AUTHORIZATION TO SOLICIT BIDS FOR
MICROFILMING OF AGENCY LAND TITLE RECORDS

APPLICANT: State Lands Commission
1807 - 13th Street
Sacramento, California 95814

The Commission was provided $12,000 funding in 1988-89 and $12,000 in 1989-90 fiscal years to microfilm the Commission's original land title records and other valuable documents as recommended by the Records Presentation Task Force. The records consist of documents such as:

> Patents to the State from the United States, copies of Patents to private parties from the State, deeds to the State from other parties, survey field notes and plats, Commission calendars, minutes and transcripts, historical reports such as engineering reports to the Board of Tide Land Commissioners and Board of Swampland Commissioners.

Many of the documents proposed for microfilming are over 100 years old and have historical significance to the general public as well as providing the basis of title to much of the State's land.

The records have been used, and continue to be used, by the Commission staff or its predecessors on a daily basis to determine the extent of the State's interest in California land. In addition, the documents are used as court exhibits in litigation defending that interest. Due to the age and continued use of the records, the ink is fading and the pages have become brittle and are beginning to crumble. Many of the older documents were written with quill pens directly onto pages

of large bound books which will require that they be taken apart in order to be microfilmed properly. Many of these records are irreplaceable. The remaining records could be replaced only with great difficulty, time and expense by Commission staff searching and copying those records that have been recorded in the offices of the County Recorder in the 58 counties of the State. The security of these documents is essential. Since these records are the basis of ownership of much of the State's land, the loss of these documents, and/or their integrity, could result in the loss of millions of dollars worth of State land.

In order to insure the security of the records because many are irreplaceable, continue to be used regularly, and are the basis of ownership of State land, we propose the following additional requirements beyond the standard requirements for contracts of this type:

1. Microfilming must be performed at the facilities of the Commission where Staff may provide security for the records during microfilming.

2. Contractor must provide liability insurance in the amount of at least $500,000 in the event of loss or damage to any of the records. This requirement will provide incentive to the contractor to provide maximum protection for the records while under his control as well as provide funds to replace any records that might be lost.

AB 884: N/A.

IT IS RECOMMENDED THAT THE COMMISSION:

1. FIND THAT THE ACTIVITY IS EXEMPT FROM THE REQUIREMENTS OF THE CEQA PURSUANT TO 14 CAL. CODE REGS. 15061 BECAUSE THE ACTIVITY IS NOT A PROJECT AS DEFINED BY P.R.C. 21065 AND 14 CAL. CODE REGS. 15378.

2. AUTHORIZE SOLICITATION OF BIDS FOR THE PURPOSE OF MICROFILMING AGENCY RECORDS.