***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 Minutes** | **Meeting Date:** | **September 7, 2021** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Craig S Kay / Assessor-Recorder** | **Phone:** | **530-842-8051** |
| **Address:** | **311 Fourth Street, Room 108 Yreka CA 96097** |
| **Person Appearing/Title:** | **Craig S Kay / Assessor-Recorder** |
| **Subject/Summary of Issue:** |
| Extend Expired 5 Year Contract for 1 additional year. Iron Mountain Management, LLC has for many years stored our archival records in a secure environment, all located at Iron Mountain's facility in South Sacramento. Records primarily include microfilm, microfiche, CD's and other storage media.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $7,500 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 207010 | Description: | Recorder |
| Account: | 726000 |  | Description: | Rents & Leases |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* Extension of existing contract |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve the Iron Mountain Management, LLC contract as submitted, with the Chair authorized to sign. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021