



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

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CONNIE B. McCORMACK

Registrar-Recorder/County Clerk

September 17, 2007

TO: Each Supervisor

FROM: Conny B. McCormack, Registrar-Recorder/County Clerk

ENTERPRISE RECORDING ARCHIVE - QUALITY & PRODUCTIVITY AWARD SUBMISSION

I am pleased to share with you that the Registrar-Recorder/County Clerk has been selected as one of this year's top-ten selections in the prestigious Productivity and Quality Awards program. This year, our Departmental entry was for the successful implementation of our new Enterprise Recording Archive (ERA) system, which completely automated the document recording process and public records accessibility of real property transactions within Los Angeles County.

To illustrate the depth and success of the ERA project, we produced a brief video presentation (approximately 6 minutes) that was recently shared with the Productivity and Quality Commission members in response to our entry. I was very pleased with how the video came together and wanted to provide a copy for each of you to familiarize you with the ERA system.

As a brief overview, the Recorder operation handles up to 2.9 million real property documents annually. The number of real estate purchases, refinances and property transfers in the County has increased by 75% over the past decade and all such transactions require recording in our office. The new ERA system, which debuted in January 2007, allows greater automation of the numerous steps in the recordation process. Manual and duplicative procedures have been streamlined and automated allowing for a single point of data capture that, coupled with electronic scanning of the documents, reduces the time spent keying in data. We estimate annual savings of about \$1 million in operational costs as a result of the implementation of the system.

I am extremely proud of the success of this project. The ERA system was developed, written, tested and implemented under the direction of our internal Technical Services staff with the assistance of contract programmers. This model was highly successful and allowed us to avoid costly development and modification expenses typically associated with a vendor contract for a project of this magnitude. This was all accomplished while maintaining our commitment to quality, efficient service. The ERA system was also designed to be compatible with the advancement of electronic document recording, which we expect to implement on a broader scale over the course of the next year.

I hope you find the enclosed video to be a useful overview of the system. We look forward to the upcoming Quality and Productivity Awards ceremony and appreciate the recognition of this project.

Enclosure (6 minute DVD)

c: William T Fujioka, Chief Executive Officer
Lisa Nuñez, Deputy Chief Executive Officer