



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 Imperial Highway – P.O. Box 1024, Norwalk, California 90651-1024 – www.lavote.net

DEAN C. LOGAN

Registrar-Recorder/County Clerk

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

August 03, 2010

14

August 3, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST RETROACTIVE APPROVAL OF AGREEMENT WITH THE STATE OF CALIFORNIA
DEPARTMENT OF PUBLIC HEALTH TO PROVIDE STATE WITH MARRIAGE LICENSE DATA
(All Districts - 3 Votes)**

SUBJECT

Request retroactive approval of an agreement (“Agreement”) with the State of California (“State”) Department of Public Health (“CDPH”) to provide CDPH with marriage license data, maintained on the County’s behalf by the Department of the Registrar-Recorder/County Clerk (“RR/CC”), in electronic file transfer protocol (“FTP”) at a cost to CDPH not to exceed \$25,000.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize retroactive approval of the Agreement with CDPH for RR/CC to provide CDPH with marriage license data from January 1, 1990 through June 30, 2011 via electronic FTP format transmission, in its current form as maintained by the RR/CC with no additional work, effective June 28, 2010 through June 30, 2011, at a cost to CDPH not to exceed \$25,000. The Agreement meets the retroactive contract exception criteria in Board Policy 5.015 as the County will receive funds from a higher form of government. The Agreement will have no negative impact to the County general fund and will generate additional revenue for the Department.
2. Authorize the Registrar-Recorder/County Clerk, or designee, to prepare and execute amendments to the Agreement, as necessary, provided that County Counsel approval is obtained prior to executing any such amendment.
3. Authorize the Registrar-Recorder/County Clerk, or designee, to terminate the Agreement pursuant to the termination provisions contained in the Agreement, provided that County Counsel approval is obtained prior to terminating the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to obtain Board approval of the Agreement with CDPH for RR/CC to provide marriage license data maintained by RR/CC to CDPH in electronic FTP format at a total cost to CDPH not to exceed \$25,000.

In accordance with California Health and Safety Code (H&SC), marriage license data maintained by RR/CC is already in electronic format as RR/CC is required by law to maintain a true copy of these records. Original documents are sent to the State as they are the official records keeper; however, RR/CC is also required by law to provide a true copy of these records to the public upon request as one of its core missions to provide Los Angeles County with essential records management.

CDPH currently keeps marriage license data in hardcopies and is requesting the data in electronic FTP format from all County Clerks and Recorders Statewide and has budgeted \$25,000 to obtain marriage license data from Los Angeles County in this format. The information is public record and the RR/CC is allowed to charge for copies of these vital records. Your Board has previously approved a fee of \$34.00 per FTP site for electronic copies of real property records (County Code 2.32.152). The RR/CC will use this rate to calculate the fee for services to CDPH as the process to prepare the files is very similar. The \$25,000 budgeted by CDPH should be sufficient to cover the secure electronic transfer of the data; however, as the official records keeper of these vital records, the State has the authority to require counties to provide the data (H&SC Section 102230). The request from CDPH will not cause any additional work as CDPH will accept the marriage license data from counties in its existing form, no re-configuration or additional data fields will be needed.

Your Board Policy 5.015 allows County departments to enter into an agreement that will provide funds from a higher level of government prior to Board approval if necessary to secure funds. The Agreement with CDPH has been executed by the Registrar-Recorder/County Clerk to meet the State's deadline; however, no work will be performed by the RR/CC prior to Board approval of the Agreement.

Implementation of Strategic Plan Goals

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness: Strategy 2: Service Excellence and Organizational Effectiveness: a & b, by supporting responsive County operations and improving County partnerships with external agencies.

FISCAL IMPACT/FINANCING

CDPH will accept the marriage license data in FTP format as maintained by RR/CC, in its current

form, with no additional work, data fields, or data re-configuration. The marriage license data is public record and the Board has previously approved a fee of \$34.00 per FTP site to provide information in FTP format. The Agreement with CDPH will generate up to \$25,000 in revenue. There is no negative impact to Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The RR/CC is responsible for maintaining vital records (e.g., birth, death, and marriage certificates) for the County of Los Angeles pursuant to Section 27322.2 of the Government Code. Per California Health and Safety Code, Division 102, the State is the official records keeper. State law, H&SC Section 102355, requires the RR/CC to send CDPH the original recorded documents. The RR/CC is also required by law to keep a true copy of the documents in a safe and separate place that will reasonably assure its preservation indefinitely. The RR/CC keeps a true copy of every vital record in digital (electronic) format for daily operational needs and microfilm for archival purposes.

CDPH has the marriage license data in hardcopy and is now requesting the marriage license data from January 1, 1990 to June 30, 2011 be provided in electronic FTP format from all County Clerks and Recorders Statewide to assist them in indexing the data, and has identified funds to reimburse counties for the electronic marriage license data files. The marriage license data will be provided in its current form with no additional work, re-configuration, or additional data fields in a secure FTP transmission to CDPH. CDPH has budgeted \$25,000 for the marriage license data from Los Angeles County. Using the Board-approved fee of \$34 per FTP site (County Code 2.32.152), RR/CC estimates the funds allocated by the State are sufficient.

Board Policy 5.015 allows County departments to enter into an agreement that will provide funds from a higher level of government prior to Board approval if necessary to secure the funds. The Agreement with CDPH has been executed by the Registrar-Recorder/County Clerk; however, no work will be performed by the RR/CC prior to Board approval of the Agreement. The Agreement is for one year, effective June 28, 2010 through June 30, 2011 for marriage license data from January 1, 1990 to June 30, 2011, at a cost to CDPH not to exceed \$25,000. The Agreement may be modified upon mutual consent of the parties or terminated by either party giving 30 days advance notice to the other party.

County Counsel and Chief Information Office (CIO) have reviewed this Board letter. CIO has reviewed the Agreement between the State and County and determined there is no technology issue; therefore a CIO analysis is not required. County Counsel has reviewed and approved the Agreement as to form.

CONTRACTING PROCESS

This Agreement is a government to government agreement. There was no contracting process associated with this Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services as the County is required by California Health and Safety Code to provide marriage license data to the State and currently does so by providing the original

hardcopy documents. Providing the information electronically is easier, quicker, cost-efficient, and secure.

CONCLUSION

Upon approval of the recommendation, it is requested that the Executive Officer/Clerk of the Board return one original stamped copy of the adopted Board letter to:

County of Los Angeles Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 7201
Norwalk, CA 90650
Attention: Ngozi Ume, Manager
Finance and Management Division

Respectfully submitted,



DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:DM:NU:rl

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer

STANDARD AGREEMENT FOR MARRIAGE DATA FILES
COUNTY OF LOS ANGELES

The State of California (hereinafter called the State) by and through the California Department of Public Health, Center for Health Statistics and the County of Los Angeles (hereinafter called the County) in consideration of the covenants, conditions, agreements, and stipulations hereinafter expressed do hereby agree as follows:

Article I

This Agreement is entered into pursuant to the provisions of the Health and Safety Code, Section 102230 (a) (3), which relate to the State's role in requesting local registrars and county recorders to release their comprehensive marriage record indices to the State Registrar.

Article II

Funds provided pursuant to this Agreement are for the procurement of county electronic marriage data files according to the specification detailed in Attachment A.

Article III

1. The maximum amount payable under this agreement shall not exceed **\$ 25,000.00**.
2. The term of this Agreement shall be from June 28, 2010, through June 30, 2011.
3. The County agrees to send electronic marriage data to the State Office of Vital Records for January 1, 1990 – Present according to the specification detailed in Attachment A.
4. The terms of this Agreement may be modified in writing upon mutual consent of both parties.
5. The State or the County may terminate this Agreement. Should either party terminate this Agreement, the terminating party shall give 30 days notice to the other party. Notification shall specify the reason(s) for termination and the effective date of termination.
6. All written communications are to be addressed and delivered to:

John Pond
California Department of Public Health
Center for Health Statistics
MS 5104
PO Box 997410
Sacramento, CA 95899-7410

IN WITNESS THEREOF, this Agreement has been executed by the parties hereto:

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

Signature: _____
Tony Agurto

Signature: *Daniel Sgar*

Title: Chief
Center for Health Statistics

Title: *Registrar-Recorder/County Clerk*

Date: _____

Date: *6/21/10*



Marriage Data Files

Development / Data Collection

Table of Contents

1	FILE SPECIFICATIONS.....	3
2	LICENSE AND CERTIFICATE OF MARRIAGE - DATA LAYOUT	5

1 File Specifications

2 The County shall furnish the necessary personnel, materials, services, facilities, and otherwise
3 do all activities necessary for or incidental to the performance of the work as described below.

4
5 This document and specifications are for the export of marriage data from local County
6 Recorder marriage registration or data processing systems.

7
8 This agreement is for marriage data collected as part of the State marriage forms for public
9 marriages only.

10
11 Data delivered will be for data years 1990 to present.

12
13 All data delivered under this contract is to include the data items identified, if collected in the
14 local jurisdiction, detailed on the pages 5 and 6 of this document. Exceptions can be made if
15 automated systems do not contain this data.

16
17 Please contact the state office for instructions and approvals for exceptions to the delivery years
18 or to requested exclusion of data items if this information is not available in the county system.

19
20 The data will either be delivered on an encrypted and password protected CD or DVD, or if you
21 are able, directly to the State office via a secure file transfer (secure FTP) upload. Please
22 contact the State office contact for an upload account and uploading instructions.

23
24 All data transmitted to the State office will be checked at the state office for compliance with the
25 specifications and contract conditions. Any data sets not delivered in compliance with the
26 specification, not in a useable format, or not in agreement with the prearranged exception(s) will
27 be returned for correction.

28
29 The data items identified in the table below will be formatted into a comma separated values
30 (CSV) file. Each row of the CSV file should contain one marriage record.

31
32 File naming:

33 Each file delivered should be named using the following convention.

34 Date of file creation, (MMDDYYYY), county code, (NN) and data year (CCYY). If more than one
35 file per data year is required and delivered as part of this agreement the file should include a
36 sequence number (NN). If more than one data file is required per data year each new file's
37 sequence number should increment by one. All data files delivered on a CD or DVD or via the
38 secure FTP upload will end with the CVS extension.

39
40 Example of data file names for 2010, 2009 and 2008 data.

41
42 05122010192010. CSV

43 05122010192009. CSV

44 05122010192008. CSV

45

46 Example of more than one file per year (If required)

47

48 2010 data:

49

50 0512201019201001. CSV

51 0512201019201002. CSV

52

53 2009 data

54

55 0512201019200901. CSV

56 0512201019200902. CSV

57

58 Where possible data sets should be delivered as separate data sets per year, but multiple years
59 or all years should be delivered on the same CD of DVD if possible.

60

61 All data sets delivered will be delivered in a password protected and encrypted compressed
62 archive, i.e. a zip archive using the following convention.

63 Date of file creation, (MMDDYYYY), county code, (NN) and sequence number (NNN)

64 If more than one archive file is delivered per CD or DVD the sequence number should increment
65 by one for each new archive file.

66 Example zip archive name

67

68 0512201019001. ZIP

69

70 Next zip archive file

71

72 0512201019002. ZIP

73

74 State contacts for questions:

75

76 Linda Chau (linda.chau@cdph.ca.gov)

77 Ratha Sun (ratha.sun@cdph.ca.gov)

78 David Fisher (david.fisher@cdph.ca.gov)

2 LICENSE AND CERTIFICATE OF MARRIAGE (File Layout)

Len	Description	Marriage Data Field
13	LOCAL FILE NUMBER	LRN
29	FIRST NAME	FNAME
23	MIDDLE	MNAME
39	CURRENT LAST	CURRENT_LNAME
39	LAST NAME AT BIRTH (IF DIFFERENT THAN 1C)	LNAME_AT_BIRTH
10	DATE OF BIRTH (MM/DD/CCYY)	DOB
30	STATE/COUNTRY OF BIRTH	STATE_COUNTRY_OF_BIRTH
3	# PREV MARRIAGES/SRDP	NUMBER_OF_PRE_MAR_SRDP
20	LAST MARRIAGE/SRDP ENDED BY	LAST_MAR_SRDP_ENDED_BY
10	DATE ENDED (MM/DD/CCYY)	DATE_ENDED
120	ADDRESS	ADDRESS
30	CITY	CITY
30	STATE/COUNTRY	STATE_COUNTRY
5	ZIP CODE	ZIP_CODE
91	FULL BIRTH NAME OF FATHER/PARENT	FULL_BTH_NAME_OF_FATHER
30	STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)	FTH_STATE_COUNTRY_OF_BIRTH
91	FULL BIRTH NAME OF MOTHER/PARENT	FULL_BTH_NAME_OF_MOTHER
30	STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)	MTH_STATE_COUNTRY_OF_BIRTH
29	FIRST NAME	FNAME2
23	MIDDLE	MNAME2
39	CURRENT LAST NAME	CURRENT_LNAME2
39	LAST NAME AT BIRTH (IF DIFFERENT THAN 12C)	LNAME_AT_BIRTH2
10	DATE OF BIRTH (MM/DD/CCYY)	DOB2
30	STATE/COUNTRY OF BIRTH	STATE_COUNTRY_OF_BIRTH2
3	# PREV MARRIAGES/SRDP	NUMBER_OF_PRE_MAR_SRDP2

Len	Description	Marriage Data Field
20	LAST MARRIAGE/SRDP ENDED BY	LAST MAR_SRDP_ENDED_BY2
10	DATE ENDED (MM/DD/CCYY)	DATE_ENDED2
120	ADDRESS	ADDRESS2
30	CITY	CITY2
30	STATE/COUNTRY	STATE_COUNTRY2
5	ZIP CODE	ZIP_CODE2
91	FULL BIRTH NAME OF FATHER/PARENT	FULL_BTH_NAME_OF_FATHER2
30	STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)	FTH_STATE_COUNTRY_OF_BIRTH2
91	FULL BIRTH NAME OF MOTHER/PARENT	FULL_BTH_NAME_OF_MOTHER2
30	STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)	MTH_STATE_COUNTRY_OF_BIRTH2
10	ISSUE DATE (MM/DD/CCYY)	ISSUE_DATE
10	EXPIRES AFTER (MM/DD/CCYY)	EXPIRES_AFTER
91	NAME OF COUNTY CLERK	NAME_OF_COUNTY_CLERK
16	MARRIAGE LICENSE NUMBER	MAR_LIC_NUMBER
30	COUNTY OF ISSUE	COUNTY_OF_ISSUE
10	DATE OF MARRIAGE (MM/DD/CCYY)	DATE_OF_MARRIAGE
30	CITY/TOWN OF MARRIAGE	CITY_TOWN_OF_MARRIAGE
30	COUNTY OF MARRIAGE	COUNTY_OF_MARRIAGE
29	FIRST – MUST BE SAME AS ITEM 1A	FNAME_NEW
23	MIDDLE	MNAME_NEW
39	LAST	LNAME_NEW
29	FIRST – MUST BE SAME AS ITEM 12A	FNAME_NEW2
23	MIDDLE	MNAME_NEW2
39	LAST	LNAME_NEW2
91	NAME OF LOCAL REGISTRAR	NAME_OF_LOCAL_REGISTRAR
10	DATE ACCEPTED FOR REGISTRATION	DATE_ACCEPT_FOR_REG
5	MARRIAGE FORM (VS-116/Vs-115/Vs-117/Vs 24C)	FORM_TYPE
1	CERTIFICATE OR AFFIDAVIT OF MARRIAGE (A/O)	CERTIFICATE_TYPE

80

81 **Note:** The data layout file format is generic to all marriage forms; please provide as much
82 information as you have in your electronic system. Certificate type is not a field on the
83 certificate, but a one byte value is requested to identify if the data is from the **Original (O)** or
84 **Affidavit (A)** marriage certificate. The form type is not a field on the certificate, please provide
85 the five digit form number if it is known.

86 **Request/Accept File Format:** Comma Separate Value (CSV).