



Brian Van Bergen Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Lucy Flores Mendez, Keri Hinton
Date: June 22, 2015
RE: Escrow Account for "Quik Check Records, Inc."

Please consider authorizing the Yamhill County Clerk's office to open an escrow account for our client "Quik Check Records, Inc."

Quik Check Records, Inc.
Richard Pergerson, Manager
PO Box 500
Willamina, Oregon 97396

Currently, when Quik Check Records searches for and reproduces documents with our office that are not included in our online records, they have to physically send over one of their staff members to pay the \$0.25 fee to print off a page from our archives.

Quik Check Records has asked our office to establish an escrow account to replace this process until we are able to receive debit/credit card transactions. They would deposit a lump sum into our escrow account and we would draw from it as they research and reproduce old recorded documents from our office.

This escrow account will be kept at roughly \$100. A typical transaction of theirs at the Clerk's office is in the \$0.25 to \$5.00 range, so that amount would give Quick Check Records roughly 200 transactions.

The Clerk's office would keep a running balance of the escrow account available for the client. The client would be responsible to maintain accurate accounting of the balance, deposits and withdrawals.

Upon approval of the escrow account by the Yamhill County Board of Commissioners, the Clerk's office will work with the county Finance and Accounting staff to establish the details of our internal documentation and workflows.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Van Bergen".

Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on

7.2.15 by Board Order
15-225