



THE COUNTY OF BURNET

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BURNET COUNTY CLERK ARCHIVAL PLAN FY 2019 – 2022

The vast majority of the permanent records in the County Clerk's office are paper based. These records are used on a daily basis by the public and are vulnerable to loss and wear and tear.

With no cost to the County, these records can be preserved by using the Archive Fee collected by the County Clerk's office to scan the paper documents. In addition to preserving these documents, the images will be added to our existing real estate software and made available to the public. This project will improve customer service by offering a wider date range of documents on the Internet.

County Clerks are currently authorized to collect a records management fee and records archive fee for maintaining and preserving current documents. Section 113.0216 Local Government Code and Section 118.025, Local Government Code authorized the collection of these fees.

Burnet County Clerk is proposing to enter into an agreement with Kofile Technologies to archive images and archive indexing 407,538 pages which consist of 203,776 documents. This proposal includes: document prep, image capture, processing & zonal enhancements, output of either a single or multi page TIFF and PDF image, group images to form documents including image splitting on images with more than one document, page validation, sight verify each image for quality control, disaster recovery off-site backup, key & blind key verify all documents, and real property indexing fields, where applicable.

Format to load images and indexes into county's real estate software and intermediate conversion database for import upon completion.

Disaster recovery electronic off-site backup. All data is solely the property of Burnet County and Kofile does not sell or grant unauthorized access to the County's records or data.

Preserve the original Burnet County Courthouse drawings, de-acidify and encapsulate.

Project cost: \$802,545.92