



THE COUNTY OF BURNET

Janet Parker
Burnet County Clerk
220 S. Pierce St.
Burnet, Texas 78611
512-756-5406

BURNET COUNTY CLERK ARCHIVAL PLAN FY 21-22

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.

These records have been preserved by using Archive Fee funds collected by the County Clerk's office. 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 documents. Section 113.0216 Local Government Code and Section 118.025, Local Government Code authorize the collection of these fees.

Burnet County Clerk entered into an agreement with Kofile Technologies in 2018 to archive images and archive indexing of 407,538 pages which consist of 203,776 documents. The proposal included: document prep, image capture, processing & zone enhancements, output of with single or multi page TIF and PDF image, group images to form documents including image splitting on images with more than one documents, page validation, sight verify each image for quality control, disaster recovery off-site backup & blind key verify all documents and real property fields, where applicable. Format to load images and indexes into the county's real estate software.

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

Project Cost: \$802,545.92