



THE COUNTY OF BURNET

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Burnet County Clerk
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BURNET COUNTY CLERK ARCHIVAL PLAN FY 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.

These records have been preserved by using the Archive Fee funds collected by the County Clerk's office. In addition to preserving these documents, the images were uploaded 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 authorize the collection of the fees.

Burnet County Clerk entered into an agreement with Kofile Technologies to archive images and archive indexing 407,538 pages which consist of 203,776 documents. This project included: document prep, image capture, processing & zonal enhancements, output of either a single or multi page TIFF or 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 re-key verify all documents, and real property indexing fields, where applicable, as identified herein. Format to load images and indexes into 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.

Total project funding - \$802,545.92

FY 2022 funding - \$300,000.00