

# **DISTRICT CLERK-WILLIAMSON COUNTY, TEXAS PRESERVATION AND RESTORATION RECORDS PLAN**

## **SUMMARY**

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the District Clerk's Office. It has been identified that we still have several records archives that need to be reproduced for space availability purposes. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commissioner.

## **GOAL**

The goal is to produce and archive all documents, regardless of type, as efficiently as possible. The District Clerk's Office is also restoring records, suspending and reducing deterioration of public records, improving public access to these documents in a manner that reduces the risk of deterioration, and possibly reducing or eliminating paper documents.

## **SCOPE**

The scope of this document includes the following:

- All records filed with the District Clerk
- Plans to restore and preserve records with significant historical value
- Future plans are to improve public and governmental access

This document addresses the restoration and preservation of District Clerk records Archive only.

Currently the District Clerk holds hundreds of documents regarding civil and criminal actions that occur on a daily basis.

## **PERMANENT RECORDS**

After reducing and/or reproducing these records, The District Clerk plans to utilize the space for the growing number of cases occurring daily. The extra space will allow better access to the records by the public.