

NOTICE OF ADDITIONAL FEE

THE COMMISSIONERS COURT OF WILLIAMSON COUNTY

PURSUANT TO SB1865, HB1513 AND

GOVERNMENT CODE, Section 51.305 HAS DETERMINED

THAT A RECORDS ARCHIVE FEE OF -\$10.00- IS NEEDED

TO PRESERVE AND RESTORE DISTRICT COURT

RECORDS.

EFFECTIVE DATE OCTOBER 1, 2018

LISA DAVID

WILLIAMSON COUNTY DISTRICT CLERK

LISA DAVID, DISTRICT CLERK

WILLIAMSON COUNTY

ARCHIVE PLAN 2018

**WILLIAMSON COUNTY
DISTRICT CLERK**

Archive Plan

SUMMARY

The vast majority of the permanent records in the District Clerks office are paper. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear.

In February 2014, the mandate was followed and the Williamson County District Clerk began e-file, thus doing away with paper files in civil and family.

In the first 6 months of 2017 the District Clerk's office scanned into the management system over 280,000 pages. This amount is for civil, family and criminal. The paper still looms in the office as prior to 2014 all was filed in paper.

Historical documents and books are in dire need of restoration. These books date back to the 1800s and have no spine is some to hold documents in the cover.

With no cost to the County, these records can be preserved by using the archive fees and records management fees to cover the cost of scanning the paper based documents and preserving the handwritten ones. The images can be added to our existing imaging system and improve customer service.

The District Clerks are currently authorized to collect a records management and preservation fee of \$10. This fee is a dedicated fund for the use of preserving and managing county and District Clerk records.

The 81st Texas Legislature passed Senate Bill 1685 which provides that the District Clerk may begin collecting a fee of \$5 for filing specific suits in the County and District Court. This fund becomes effective October 1, 2010. All monies collected will be placed in a line item in the budget labeled District Court Technology Fund to be used for the purpose of restoration and preservation of records in the District Clerk's Office.

The 83rd Texas Legislature passed HB 1513 which allows Commissioners Courts to temporarily authorize the fee not to exceed \$10 per certain types of files effective date of bill September 1, 2013, effective date of fee January 1, 2014. The fee will revert back to \$5 effective September 1, 2019.

The fee is assessed upon the filing of a suit or a cross action, counterclaim, intervention, contempt action, motion for new trial, or a third-party petition in District Court.

The collection of fee would expire upon completion of the projects necessary to preserve and digitize the district court records.

The process to move the paper out of the office will be a continuous task to ensure records are archived and indexed for retrieval.

The Records Management fee is for the ongoing filings and management of the current records and preservation of those records.

The Archive Fee is set out for the historical records and preservation to prevent deterioration.

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 reducing the risk of deterioration.

Restoration of old documents have been utilized in that the historical Dan Moody case was restored by outside vendors. The documents were placed in binders and images were placed on a CD.

It will be the responsibility of the District Clerk records department to perform routine inspections of the records archive. Following an inspection, should a document require restoration, the Records Manager will determine the appropriate method of restoration.

Restoration of damaged documents will utilize the most efficient and practical method available. In the event this office is unable to restore a document, the Records Manager will research local vendors capable of providing necessary services.

This office will utilize the funds made available through the District Court Records Technology Fund.

In the 2015 budget a Scan Pro was purchased to do partial digitizing of microfilmed documents and various older documents. The clerk has used discretion on what can be done in house and what will have to be done by a professional vendor in using the resources of these approved funds.

The District Clerk has digitized over 252,000 images from microfilm to current management system using a part time clerk in effort to decrease the cost of outside vendors.

**Part time Salary from Records Technology Fund currently and projected budget:
\$19,081.37= 1 Part Time Employee**

The fund will also allow an outside source to preserve many of the tattered documents that are part of the history of Williamson County and need to be preserved.

As of August 2017, the District Clerk Preservation fund total was \$297,440.05. Projected annual revenue for 2017-2018 –Estimated documents subject to fee is 6480 and revenue based is \$49,165.00.

This amount has been allowed to grow due to the cost to preserve these historical records. The objective in 2018 is to have as many historical records preserved as possible with the monies available in this account. The process is very costly and for that reason the dollar amount will decrease dramatically within this budget year with the work that needs to be done on the records. The strategy is to allow the fund to accumulate for at least two years until it reaches a sufficient amount to fund a record's management project.

**Costs associated with preserving and archiving by outside vendor:
Historical Records dating back to 1848, approximately 77,000 documents:
Plan for FY-2018:**

Historical records in TRI-FOLD: Removing fasteners, clean sheets to remove deposits.

Flatten & Humidify Sheets as needed

Retain shuck and rehouse with cases

Return in acid-free folders & corrugated archival boxes.

Costs \$156,001.28 for preservation of the above- mentioned records.

The District Clerk seeks to continue the restoration and preservation process of existing original records comprised of older volumes and case files—many of which are dated prior to 1900. These records have a very high historical value and professional work is needed to restore, preserve and enhance the integrity of the documents and books.

**Prepare Archive Plan
Commissioner’s Court Approval
Annual Public Hearing
Post Notice of Fee**

_____ Lisa David, District Clerk Williamson County, Texas	_____ Date
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_____ Dan Gattis, County Judge, Williamson County, Texas	_____ Date
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