

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

EXECUTIVE 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. Records maintained in the District Clerk's office have been identified to fall under the category of "Preservation and Restoration Plan" that will provide reproduction and archiving of such records and assist with maximizing storage space and making records readily available for optimum viewing. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commissioner for preservation of such records.

GOAL

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

SCOPE

The scope of this document includes the following

- *All District Clerk records filed at the Williamson County Courthouse
- *Plans to restore and preserve records with significant historical value
- *Public and governmental access and provide and archive for records that have or will be imaged.

INVENTORY

Currently the District Clerk's office holds over 200 docket books and 75,000 + files that are related to civil and criminal actions which have occurred throughout the years.

PERMANENT RECORDS

After reducing and/or reproducing these records, the District Clerk is able to provide the space back to the county to be utilized in the efficiencies and expansion for the judicial needs. The reproduction will allow better access to the records and

will eliminate crowding of storage facilities in the county. Historical records will continue to be imaged and made work to make them available to customers if funds permit.

HISTORY

Old case files and documents have been digitized using an outside vendor in order to expedite getting the mass majority of historical records to be archived. The District Clerk's office has digitized and archived approximately 176, 468 documents using KoFile as the vendor to work in the preservation project at a cost of \$166,533.28.

There are many more files to be preserved and the District Clerk will work efficiently to enhance the project and use these dollars if allowed to continue the archiving and preservation as set out by The Texas State Library and Archive Commission.

CURRENT PROCESS

The records clerk has been charged with the process of quality control to coordinate the elimination of over 1500 boxes of documents being stored in the Justice Center basement. This includes pulling the documents to ensure every piece of the document has been scanned and archived for future use by the judiciary and public. The fee also includes salary for a part time archive clerk to help identify and process documents according to the preservation plan.

FUTURE PLANS

The archiving of these records in such a massive amount is very costly and the fund will have to continue to grow in dollars to complete such a large project needed for these records. This is an ongoing project that will take a great deal of time and money for an outside vendor to preserve the historical records per the Commission's rules and standards. The process to move the paper out of the office will be a continuous task to ensure records are archived and indexed for retrieval.

BACKGROUND (STATUTORY HISTORY)

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 Courts. This fund became effective October 1, 2010. All monies collected will be placed in a line item in the budget labeled District Clerk fund to be used for the purpose of restoration and preservation of records filed in the District Clerk's Office.

The 83rd Texas Legislature passed House Bill 1513 which allows Commissioners Court to authorize the fee not to exceed \$10 for certain types of filings effective date of bill September 1, 2013 and fee will begin January 1, 2014. The fee was to revert back to \$5 effective September 1, 2019 but Senate Bill 658 of the 86th Texas Legislature made the current \$10 maximum allowable amount a permanent figure. The fee is assessed upon the filing of suit, cross action, counterclaim, intervention, contempt action, motion for new trial and third party petition in the District or County Court.

With no cost to the County, these records can be preserved by using the archive fees collected to cover the cost of the historical documents located in the District Clerk's office.

The fee will also be used for a part-time employee at the rate of \$22,620 per year as a base excluding any merit or FICA.

Respectfully Submitted,

**Lisa David
District Clerk
Williamson County, Texas**

Lisa David, Williamson County District Clerk

Date

Bill Gravel, County Judge, Williamson County, Texas

Date