

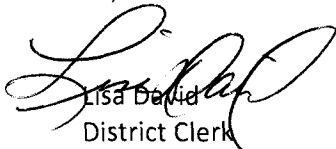
County Judge Bill Gravell
Commissioner Terry Cook
Commissioner Cynthia Long
Commissioner Valerie Covey
Commissioner Russ Boles

Greetings:

I have attached the Williamson County District Clerk Archive Plan. This plan is very short and includes information relating to SB41 that now states the District Clerk does not have to submit Archive Plan after January 2021. The effective date is January 1, 2021 but in order for the District Clerk to continue to collect the fee through December 31, 2021 the Commissioner's Court must approve the plan.

Due to a very challenging year with the Global Pandemic and remodel of the District Clerk's office, I am not preparing for any outside vendor projects. Therefore, I am not asking for any monies from this fund to be used FY21/22.

I respectfully asked that this plan be approved for the continued collection of the fee through December 31, 2021.



Lisa David
District Clerk
Williamson County, Texas

DISTRICT CLERK
ARCHIVE PLAN

For Preservation and Restoration of
Archived Records

FY 2021/2022

Lisa David

District Clerk

Williamson County, Texas

Williamson County

District Clerk Archive Plan FY 21/22

Summary:

The vast majority of the historical permanent records in the District Clerk's office are paper. The records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear. These documents are of historical value and ordered to be kept through preservation and archiving as the records cannot be destroyed.

The District Clerk is currently authorized to collect a records management fee of \$10.00. The fees is a dedicated fund for the use of preserving and managing District Clerk records.

The 81st Texas Legislature passed SB1685 that provides for the District Clerk a fee of \$5.00 for specific suits in the County and District Court.

The 83rd Texas Legislature passed HB1513 which authorized a fee not to exceed \$10.00 for certain types of filings effective September 1, 2013. The 86th Texas Legislature then passed SB 658 making the \$10.00 maximum a permanent figure.

The 87th Texas Legislature has now passed SB41 that has consolidated the court costs and allows the District Clerk to continue collecting without the need of approval from the Commissioner's Court. The start date for SB41 is January 1, 2022 for the consolidated court costs. In order for the District Clerk to access the fee through December 2021, the Commissioner's Court must approve the Archive Fee of \$10.00. This plan is presented to approve a 3 month period for the fund to be collected.

As of January 1, 2022 per SB41, the District Clerk will not be required to present the Archive Plan for approval as the funds will be collected by code with the consolidated Court Costs.

Future Projects for 2021/2022

At this time, I as the District Clerk will not be preparing for any major projects that would require using dollars from this fund during the FY21/22. The Global Pandemic and remodel of the District Clerk's office has been a mass undertaking by my staff. In order to go forward with any large project for the purpose of archiving with outside vendors is not possible. The District Clerk staff continues to do in house scanning and quality control for the records that are on property in storage within the Justice Center. This is done when time permits.

It is best to let the fund increase in order to do a mass clean up of stored files in the basement and warehouse in the next budget year FY22/23.

Lisa David, District Clerk, Williamson County, Texas

Date

Bill Gravell, Jr. County Judge, Williamson County, Texas

Date