

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.

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 to a dedicated fund for the use of preserving and managing county and District Clerk records.

Senate Bill 1685 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.

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.

In 2007 the District Clerk began imaging historical records and most recently sent to a vendor the 4 defendant cases that were prosecuted by Dan Moody for restoration. The documents will be placed in leather binders and images are placed on a CD.

The fee is accessed 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.

Projected 2009-2010 10,426 suits and show cause @ \$5 per action \$52,130.00

Projected 2010-2011 12,500 suits and show cause @\$5 per action \$62,500.00

Projected 2011-2012 12,750 suits and show cause @\$5 per action \$63,750.00

Steps to implement

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

**Lisa David
Williamson County District Clerk**