

ARCHIVE PLAN
PRESERVATION AND Restoration of
Archived Records

Lisa David
District Clerk
Williamson County, Texas
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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.

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 raises the possible fee amount to access to not more than \$10, 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.

As of July 1, 2014, the Supreme Court Mandate ordered E-filing to begin in the courts for Williamson County for civil filings. The process to move the paper out of the office will be a continuous task to ensure records are archived and indexed for retrieval.

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.

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.

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.

PROJECTED REVENUE:

Filing of new suit, appeal from lower court, cross-action, counterclaim, intervention, contempt action, motion for new trial, 3rd party petition:

Projected balance for 2014/2015

Fund 374, Tech Fund is \$56,589.33


Fund 387, Archive Fund is \$154,010.57

Fund 386, Records Management Fund \$70,558.03

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

Lisa David, District Clerk Williamson County, Texas

Date



Dan Gattis, County Judge, Williamson County, Texas

08-27-2014
Date