




**Plan For Preservation and Restoration
of Archived Records**

Presented by

**Marc Hamlin
Brazos County District Clerk**

Updated July 29, 2013

APPROVED


Duane Peters Date
County Judge 7-30-13

Executive Summary

HB 1513 provides for a fee not to exceed \$10.00 to be imposed for filing of a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition, in a district court in the county.

The District Clerk's Office wants to take advantage of new legislation that is designed to preserve archived records by adding an archive fee to each filing of a suit. This fee is to be dedicated to that task. The majority of the permanent records in the District Clerk's Office are paper based. These records are used by our office for the public and are vulnerable to loss by wear and tear.

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archive records belonging to the District Clerk. This Preservation and Restoration Records Plan is intended to be a "Living Document". It will be updated as new products and procedures evolve. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commission.

Goal

The Goal is to capture and archive all cases prior to January 1, 1990, regardless of media type they currently are in, 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.

Scope

The scope of this document includes the following:

- All District Clerk records filed with the District Clerk before January 1, 1990.
- Plans to capture records electronically to improve public access.
- Plans to restore and preserve records with significant historical value.
- Future plans are to improve public and governmental access.

This document addresses the restoration and preservation needs of the District Clerk Records Archive. No other departments are addressed.

The effective date of this Act is January 1, 2014.

Inventory

Currently the District Clerk's Office holds over 100 record books which includes indexes for Civil Cases, Divorces, Adoptions, Grand Jury Records, Felonies, and Misdemeanors. The District Clerk's Office also has approximately 80 boxes of historical cases many with historical significance. These cases include Civil, Divorce, Adoptions, and Felonies.

Current Accessing Methods

Records prior to January 1, 1990 are accessed by the public through a request to our office due to the cases not being imaged. Our office currently has to find the Index for the records we are seeking to obtain the cause numbers before we can physically pull the file to obtain copies for the public. These records are kept in our storage facility at 200 S. Texas Ave., Bryan, TX 77803.

Restoration and Preservation Plan

Fiscal Year 2013-2014

It is the plan of the District Clerk's Office to scan a portion of the paper documents in house, lease an additional scanner, and fund temporary full or part time employees to capture all records filed in the District Clerk's Office prior to January 1, 1990. These images will be integrated into the existing District Clerk records and retrieval systems and enhance the public's access to public records.

The District Clerk plans to award bid to an outside vendor to restore and preserve all records with significant historical value. The restoration process will ensure the legibility of these public documents for future generations.

Revenue collected and not expended in the fiscal year will be carried forward and used on other archive projects.

Projected Revenue

The County Auditor estimates the revenue this will bring in approximately \$7,000.00 per year.