DISTRICT CLERK –TOM GREEN 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 in 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 possible reducing or eliminating paper documents.

SCOPE

The scope of this document includes the following
*All District Clerk records filed at the Tom Green County Courthouse
*Plans to restore and preserve records with significant historical value
*Future plans are to improve public and governmental access and provide an archive for records that have or will be imaged.

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

SECTION ONE: RECORDS CURRENTLY IN REPOSITORY

INVENTORY

Currently the District Clerk's office holds over 150 docket books, and 50,000 + files that are related to civil and criminal actions which have occurred throughout the years.

SECTION TWO: RESTORATION AND PRESERVATION

PERMANENT RECORDS

After reducing and/or reproducing these records, the District Clerk plans to utilize the space for the growing number of cases occurring daily. The reproduction will allow better access to the records and will alleviate over crowding of storage rooms and archive facilities by assisting in eliminating items that are not required to maintain permanently. Historical Records imaged and made available on-lin.

SECTION THREE: FUTURE PLANS

Records are currently imaged by case file and the District Clerk has inquired into the possibility of a third party vendor housing these images of sight. This would assist in archiving the imaged records and provide the capability of viewing them on-line at anytime for approved users. This would be an addition to our main system to avoid not being able to access records if our main system is down or court needed to be performed off-site. This would be an ongoing service that would be available for judges, court staff and the general public when the need arose.

PUBLIC AND GOVERNMENTAL ACCESS

It is the intent of the District Clerk's Office to make public records more accessible on the computer and by index, at a future date. This will allow additional access to District Court records, and provide an archive method to back-up our imaging system,

Sheri Woodfin, District Clerk, Tom Green County