

**Proposed Plan  
For Preservation, Restoration and  
Archiving Of Records  
Presented By  
Elizabeth McGill, County Clerk**

## ***Executive Summary***

The County Clerk's Office wishes to continue to take advantage of legislation (HB 1731) that enables us to preserve archived records of documents filed prior to January 1, 1990. Per HB 1315, that fee was increased from \$5.00 to \$10.00. As part of that bill, the Records Preservation fee was also allowed to increase to \$10.00, both with Commissioners Court approval. These fees will, if approved, take effect as early as September 1<sup>st</sup>, 2013 and are set to expire September 1, 2019. The vast majority of the permanent records in the County Clerk's Office are still paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear. These records can continue to be preserved, with no cost to the County, by utilizing the archive and preservation fees that will cover the cost of scanning these older documents. In addition to preserving the documents, the images can be added to our existing imaging system and improve customer service.

## ***Introduction***

We have used the fee thus far to image over 12 years of documents (1982 – 1993) that previously had not been backed up. Our focus this coming year will be on the installation of new recording software to replace the 7 ½ year old system we are using now and on restoration of our older books and plats, (which can be quite expensive), primarily in concert with the recommendations of the Texas Supreme Court Records Preservation Task Force (Task Force Report attached).

## **Steps to Implement**

Prepare Archive Plan Commissioner's Court approval Public Hearing  
Post Notice of Fee in a conspicuous place

## **Projected Revenue**

Document Type	Documents subject to fee (CY2012)	Documents Revenue CY2012	Documents subject to fee CYTD (CY2013)	Documents Revenue CY2013 To Dare
Official Public Records	16683	166830.00	13228	\$132280.00
Assumed Names	851	8510.00	621	\$ 6210.00
Marriage Licenses	2334	23340.00	1475	\$14750.00
Brands	72	720.00	8	\$80
Total	19940	199400.00	15332	\$153320.00

Projected for 2014 based on average of preceding 10 years

Document Type	Documents subject to fee (CY2014)	Documents Revenue CY2014
Official Public Records	20954	419080.00
Assumed Names	940	18800.00
Marriage Licenses	1188	23760.00
Brands	18	360.00
Total	23100	462000.00

## **Archive Plan**

Fiscal Year 2014

As stated above in the Introduction, we will be using the fee collected to reduce the remainder of our older volumes of Deed records. For this fiscal year, we will be installing new software for both the Real Estate and Vital Statistics sections. This is to replace the current system which is nearing 8 years old. The total cost for this system is in the range of \$150,000 – \$170,000. We are working with Kofile to preserve our old books, papers and maps. The digitizing of the records is included in this preservation and we have determined that the digitized documents will be in a format that can be uploaded to our system, for a price. This will combine the digitization of our records with the preservation of them. The larger digitization effort cost will vary, depending on how many records we have done but will probably not be less than \$100,000. We will also be having three sections of Space Saver Shelving removed and expanding the public terminals access for customers, adding 4 additional public viewing stations in Real Estate and installing 4 new stations in Civil/Probate.