



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

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DATE: 10/1/2024

**SUBJECT: PUBLIC HEARING - TO CONSIDER THE ANNUAL PLAN FOR THE
PRESERVATION AND RESTORATION OF THE RECORDS ARCHIVE
(COUNTY CLERK)**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court conduct a public hearing on Tuesday, October 1, 2024, at 10:00 A.M., to consider the FY 2025 Preservation and Restoration Plan for the County Clerk's records archive.

BACKGROUND

Pursuant to Texas Local Government Code, Section 118.025, a public hearing shall be held to consider the written plan for the preservation and restoration of the County Clerk's Records Archive. The plan designates the public documents that are part of the records archive and are subject to approval by the Commissioners Court.

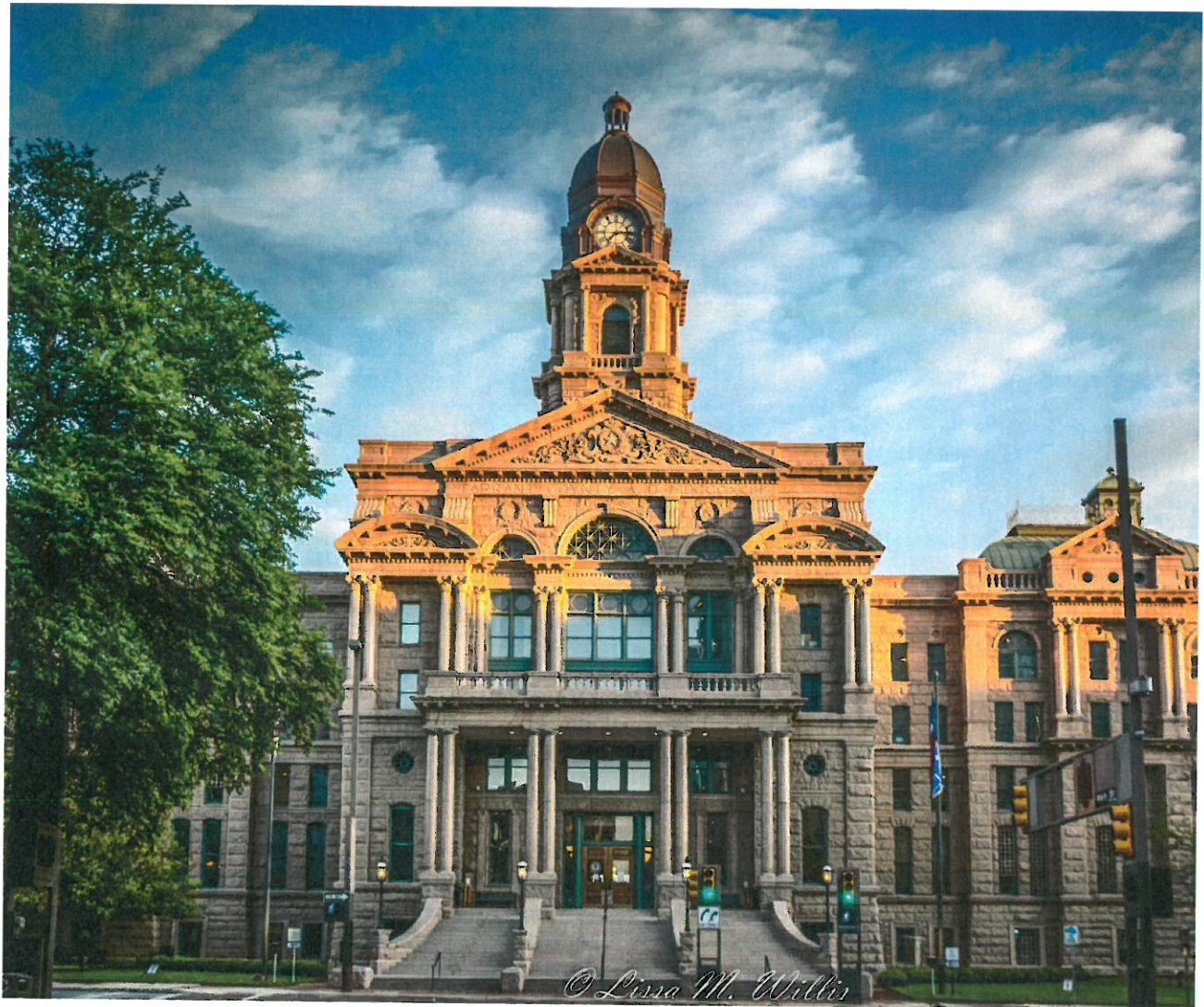
FISCAL IMPACT

There is no fiscal impact with this action.

SUBMITTED BY	County Clerk	PREPARED BY:	Aaron Strickland
		APPROVED BY:	Christie Reyenga



County Clerk Record
Preservation and Restoration Plan
FY 2025



Executive Summary

The objective of this document is to establish the restoration and preservation plan of the County Clerk's records archive for the upcoming fiscal year as required by Local Government Code 118.025. The County Clerk's goal is to preserve and digitize permanent records which are vulnerable to loss by theft, disasters, and everyday wear and tear. The scanning of our paper documents into digital images not only preserves them but then allows the ability for those images to be added to our existing record management systems, thereby improving customer service by making them readily available for the public to research and view. It is the intent of the County Clerk to follow the Local Government retention schedule set by the Texas State Library and Archives.

Budget and Expenditures

Records preservation and restoration efforts are funded primarily through the collection of a records archive fee, which is authorized by Chapter 118.025 of the Texas Local Government Code. The fee amounts are set by the Tarrant County Commissioners Court and are itemized as part of the Tarrant County's annual budget process. The records archive fee amount of \$8.00 will be expended for the management, preservation, restoration, and archival of all County Clerk's records. Expenditures from this fund would include employee salaries, operating and capital costs supporting record preservation and restoration, employee training, document indexing, and archival of records.

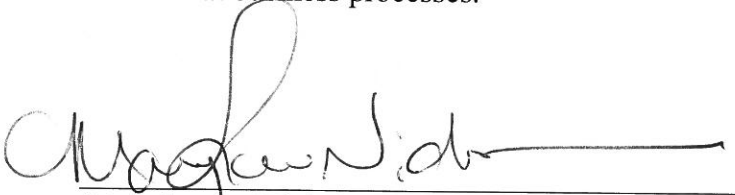
2025 Plan Goal

Efforts to restore and preserve records are conducted both internally and externally. Any work requiring specialized equipment or expertise will be outsourced with approval of the Tarrant County Commissioners Court. All work requiring intimate knowledge of County Clerk business processes or requiring access to County Clerk software shall be handled internally. The primary areas of focus in the upcoming fiscal year will be the following:

- Development of a Virtual Library web page that will educate and build awareness of historical events using documents in our depository as proof sources.
- Apply special preservation methods to documents of significant historic value. Due to the age and condition of these documents, specialized equipment and expertise must be used to avoid further damage from the stress of folding and unfolding the documents which would require the contract be outsourced. Modern preservation techniques will be applied to paper documents that merit special consideration.
- Identify historical books and documents which may require a more specialized container for storage to minimize any deterioration and apply special preservation methods to some of these historical books and documents.
- Coordinate the implementation of more sophisticated, technical, and up to date environments to store and safeguard electronically recorded documents.
- Campaign the awareness of property fraud by participating in multiple county wide functions designed to strengthen the communities of Tarrant County.

- Improve the efficiency of the public to be able to access County Clerk records by continued efforts of staff to add improved images, correct indexing, and the redaction of sensitive information from older images within and to the existing record management systems.
- Provide and maintain systems for managing the receiving, filing, scanning, storage, and retrieval of records in the County Clerk's Office. This includes projects to acquire, implement, manage, update, and/or replace systems that handle paper, microfilm, and electronic records.
- Continue and improve our ability to electronically accept newly filed documents to reduce the storage of paper documents filed in our Recording, Vitals, Civil/Probate, and Criminal Court Divisions.
- Continue imaging, importing, and indexing of birth and death records which have been turned over by municipalities to the County Clerk's office.
- Continue efforts to convert existing paper and microfilm records to electronic images.
- Safeguarding of public records by continuing to participate in Tarrant County Disaster Recovery activities, thus ensuring a detailed structure is in place to prevent the loss of records in the event of a disaster.
- The County Clerk will continue to identify, review, and destroy eligible paper documents under applicable state statutes, court orders, and Texas State Library and Archives Commission's retention schedule helping to maintain storage space and costs.

The above intended areas of focus are subject to change if dictated by customers or changes to internal business processes.



Mary Louise Nicholson
Tarrant County Clerk

Date: 8/27/2024