

12,090

Records Management & Records Archive

Written Plan

For the Year 2011/12



Office of Hunt County Clerk
Jennifer Lindenzweig

FILED FOR RECORD
at 10:30 o'clock A M

AUG 23 2011

JENNIFER LINDENZWEIG
County Clerk, Hunt County, Tex.
By J. Lindenzweig

Laws

Fund 81 - Record Management LGC §118.0216

Sec. 118.0216 RECORDS MANAGEMENT AND PRESERVATION. – Each document Filed \$5.00 (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account. (e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

Sec 102.005 (f) Code of Criminal Procedures - A defendant convicted of an offense in a county court, a county court at law, or a district court shall pay a fee of \$25 for records management and preservation services performed by the county as required by Chapter 203, Local Government Code.

(1) \$22.50 to the county records management and preservation fund for records management and preservation, including automation, in various county offices; and

(2) \$2.50 to the records management and preservation fund of the clerk of the court for records management and preservation services performed by the clerk of the court.

(g) A fee deposited in accordance with Subsection (f) may be used only to provide funds for specific records management and preservation, including for automation purposes, on approval by the commissioners court of a budget as provided by Chapter 111, Local Government Code. (h) An expenditure from a records management and preservation fund must comply with Subchapter C, Chapter 262, Local Government Code.

Fund 88 - Records Archive LGC §118.025

Sec 118.025 Each document filed \$5.00 (b) the commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. (e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. (g) the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.

Sec 118.025(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the County Clerk's Office. The notice must state the amount of the fee in the following form:

"THE COMMISSIONERS COURT OF HUNT COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$5.00 IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

#8870 COMMISSIONER COURT MINUTES Vol. 31 Pg 471
September 22, 2003

#9262 COMMISSIONER COURT MINUTES Vol. 32 Pg 307
October 11, 2004

#9598 COMMISSIONER COURT MINUTES Vol. 32 Pg 752
October 10, 2005

#10,796 COMMISSIONER COURT MINUTES Vol. 35 Pg 5
August 25, 2008

#11,872 COMMISSIONER COURT MINUTES Vol. 37 Pg 575
February 28, 2011

Archive Plan Fiscal Year 2011/12

Steps to Implement

- * Prepare Archive Plan
- * Newspaper Ad Ran 15 days prior to hearing
- * Public Hearing
- * Commissioner's Court Approval

Plan

We are continuing to work with Safeguard Imaging, LLC on completing internal checks, missing images, document numbers, scanning and indexing of approximately 95,610 handwritten documents, approximately 341,912 type documents and 1846-1966 Sovereignty land records indexing which was the Archive plan approved by this Court on August 25, 2008. We are nearing completion of indexing/imaging to move forward with completing the roll up process (converting everything into the Tyler format) and then they will bring it out on a hard drive and hand it off to our IT department to plug into the server. They will coordinate the timing with Tyler and my office. When we are a little closer, they will contact me to get an import approval document from Tyler. Once it is signed and gets back to them, they will schedule an import. Once that gap is completed, they will come out and set up Quicklink (The handwritten indexes and books) so that there are no gaps in the system.

Record Management 81-611-0300-2341

Quicklink imaging	balance forward	\$224,720.00
	Payment February 2011	<u>-\$112,358.96</u>
	Balance due	\$112,360.00

Clerk Archive 88-611-0300-2341

Backfile indexing	balance forward	\$638,300.00
	Payment February 2011	<u>-\$ 78,999.25</u>
	Balance due	\$559,300.00

Summary

The County Clerk's office has taken advantage of preserving and maintaining documents with the use of the records management and archive fee. These fees are dedicated to that task. The vast majority of the permanent records in the County Clerk's office were paper based and used on a daily basis by the public making them vulnerable to loss by theft, wear and tear.

These records are preserved by adding the records management and archive fee to cover the cost of scanning and indexing the paper-based documents without additional cost to the County. In addition to preserving the documents, the images are added to our existing system which improves customer service and disaster recovery.

Revenue collected and not expended in the fiscal year will be carried forward and used toward outstanding balances on the current project. We will then re-assess and prioritize what records and/or documents need to be completed on future projects and obtain new pricing information to achieve those projects, as needed.