

# ARCHIVAL PLAN 2015-2016

FOR PRESERVATION AND RESTORATION

OF

UVALDE COUNTY RECORDS



Office of Uvalde County Clerk

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## Table of Contents

- **Records Plan and Introduction ..... 3**
- **Goal, Projected Revenue, Inventory .....4**
- **Archival Plan, Project No. 1, Project No. 2 .....5**
- **Optional Project No. 3 .....6**
- **Local Government Code .....7**

## **County Clerk • Uvalde County, Texas**

### **Preservation and Restoration Records Plan**

The goal of the Uvalde County Clerk's office is to continue scanning and indexing the records/books/documents within the County Clerk's office, pursuant to Local Government Code Section 118.025, which is designed and dedicated to preserving public records. The vast majority of the permanent records in the County Clerk's office are paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft, wear and tear.

With no cost to the County, these records are scanned, thus preserved, with the archival fee currently being collected on documents filed in the County Clerk's Office. In addition to preserving the documents, the images can be added to our existing imaging system and improve customer service.

Additionally, significant space savings will be realized where documents are currently larger than legal size. During the preservation and restoration process, these documents will be reprinted to legal size paper.

### **Introduction**

Archival Fee: Local Government Code Sec. 118.025 provides for a fee of ten dollars to be imposed for the recording or filing public documents in County Clerk's offices in any county for the purpose of preserving, restoring, and managing county records.

County Clerks are currently authorized to collect a records management fee for maintaining and preserving current documents. In most cases, this fee is not sufficient to also preserve and restore all public records located in the County Clerk's Office.

Upon approval from Commissioner's Court, the Uvalde County Clerk began collecting the archive fee on Sept. 1, 2003, and has continued to do so each following year.

Under Section 118.025 (i) the archival fee is subject to approval by the Uvalde County Commissioner's Court in a public meeting. Upon approval by the Court, the archival fee shall be made a part of the County's annual budget. If the provisions of Local Government Code Sec. 118.025 are implemented, the county will experience a revenue gain. This additional revenue will be dedicated to helping County Clerks focus on preserving public records.

## Goal

The goal is to capture and archive all documents in the Uvalde County Clerk’s Office regardless of what media type they currently are in, as efficiently as possible. This 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, natural disaster or fire, and possibly reducing or elimination paper documents.

### Steps to Implement:

- Prepare Archive Plan
- Public Hearing
- Commissioner’s Court Approval
- Post Notice of Fee in a conspicuous place

## Projected Revenue

<u>Document Type</u>	<u>Documents Subject To Fee</u>	<u>Revenue</u>
Official Public Records <small>Also included in this amount is Marriage License; Informal Marriage; Assumed Name; Beer Applications; Brands; Miscellaneous Fillings</small>	5200	\$36,000.00
Civil/Probate	100	\$750.00

## Inventory

Volumes		Volumes	
25	Mechanic Lien Records	9	Official Bond Records
13	Bills of Sales	11	Abstract of Judgment
5	Financing Statements	7	Federal Tax Lien
4	State Tax Lien	2	Liens & Claims
40	Civil/Criminal	6	Index Minutes County Court
5	Marks & Brands	18	Marriage License
41	Birth/Deaths	3	Index Birth/Death
101	Probate	7	Probate Index
15	Probate Fee	9	Civil Fee
24	Commissioners Court	9	Commissioners Court Index
10	Field Notes	3	Lis Pendens
2	Miscellaneous	100	Official Public Records
*143	Deeds of Trust	*321	Deed Records
*44	Index Deed/ Deeds of Trust		
*400	Plats		

\*All records in electronic format date back to June, 1991.

The restoration project on these records, dating back to 1856, was completed in July, 2003. Information contained in these volumes were put on compact discs for safekeeping, plus downloaded on a stand-alone PC for convenience to the customer.

## Archival Plan

**Fiscal Year 2015-2016:** Revenue collected and not expended in the current fiscal year will be carried forward and used on future archival projects.

**Project No. 1:** Completion of indexing the listed inventory of scanned Birth Records.

Birth Record inventory in Electronic Format (Scanned, but not completely Indexed)

Birth Record	Old Date Birth Record Vol. 1
Birth Record Index Vol. 1 Binder	Old Date Birth Record Vol. 2
Old Date Birth Record Vol. 2A	Birth Record Vol. 2B
Birth Record Vol. 3 Binder	Birth Record Vol. 3A
Birth Record Vol. 3C	Birth Record Vol. 4
Birth Record Vol. 4A	Birth Record Vol. 5
Birth Record Vol. 5A	Birth Record Vol. 6
Old Date Birth Record Vol. 6A	Birth Record Vol. 7
Old Date Birth Record Vol. 7	Birth Record Vol. 8
Birth Record Vol. 8A	Old Date Birth Record Vol. 9
Birth Record Vol. 9A	Birth Record Vol. 10
Old Date Record Vol. 10	Birth Record Vol. 11
Old Date Record Vol. 11	Old Date Birth Record Vol. 12
Old Date Record Vol. 13	Birth Record Vol. 14A
Birth Record Volume 15A	Delayed Birth Record Vol. 18
Index to Birth Record Vol. 1	Birth Records Index Vol. 1
Index to Birth Record Vol. 2 A-Z	
20,000 Loose Bind Birth Records	

**Project No. 2:** Preparing, scanning into electronic format and indexing of all Marriage Certificate records.

**Marriage Records:** Approximately 60,200 records

**Approximate Cost:** \$25,000.00

**Optional Project No.3:** Preparing, scanning into electronic format and indexing of all School records/Census records.

School Records/Census Records: Approximately 24,200 records

Approximate Cost: \$10,890.00

Inventory of School Records/Census Records:

1920-1925      1931-1938      1938-1944      1945-1949      1950-1954      1955-1959  
1960-1964

Uvalde County has approximately 24,200, pages of School records/Census records that need to be scanned and indexed for record preservation. These documents are sensitive and weathered. This project includes Preparing, scanning into electronic format and indexing each document.

All documents will be indexed by the school district indicating each child listed on School/Census card and parent or guardian. Images scanned will be made available on a personal computer in the public research area, specifically located in the vault in the county clerk's office. Each record will be referenced by year of "Record Box". This will reduce the need for clerks to handle these sensitive documents that are in poor condition, to make copies, and reference to location of the original document. A backup compact disc will be produced and stored offsite in case of natural or manmade disaster.

The restoration process will ensure the legibility of these public documents for future generations. Upon restoration, these documents can be placed in an acid free box and maintained due to historical significance.

## Local Government Code Sec. 118.025:

Sec. 118.025. COUNTY CLERK'S RECORDS ARCHIVE. (a) In this section:

(1) "Deterioration" means any naturally occurring process or a natural disaster that results in the destruction or partial destruction of a public document.

(2) "Preservation" means any process that:

(A) suspends or reduces the deterioration of public documents; or

(B) provides public access to the public documents in a manner that reduces the risk of deterioration, excluding providing public access to public documents indexed geographically.

(3) "Public document" means any instrument, document, paper, or other record that the county clerk is authorized to accept for filing or maintaining.

(4) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

(5) "Restoration" means any process that permits the visual enhancement of a public document, including making the document more legible.

(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.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(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) 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. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioners court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioners court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(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 \_\_\_\_\_ COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$ \_\_\_\_\_ IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

(i) The fee is subject to approval by the commissioners court in a public meeting during the budget process.

(j) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 330, Sec. 3, eff. June 17, 2011.

(k) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

Added by Acts 2001, 77th Leg., ch. 794, Sec. 4, eff. Sept. 1, 2001. Amended by Acts 2003, 78th Leg., ch. 974, Sec. 3, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 1275, Sec. 3(32), eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 1, eff. June 17, 2005.

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 7, eff. June 17, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 2, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 3, eff. June 17, 2011.

SUBCHAPTER C. FEES OF CLERK OF COUNTY COURT