



**DISTRICT CLERK'S PRESERVATION AND
RESTORATION RECORDS PLAN**

DISTRICT CLERK - UVALDE COUNTY, TEXAS PRESERVATION AND RESTORATION RECORDS PLAN

Pursuant to Section 51.305 of the Texas Government Code, Uvalde County and more specifically the Office of the District Clerk sets forth the following as the document preservation and digitization plan for District Court records as contemplated by the statute. The purpose of the plan is to set forth the process by which records will be preserved and made available to the public.

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's 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 possibly reduction or eliminating paper documents.

SCOPE

The scope of this document includes the following:

- * All District Clerk records filed at the Uvalde 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

PERMANENT RECORDS

Currently the District Clerk's office holds over 290 books regarding civil and criminal actions that occur on a daily basis.

The Office of the District Clerk maintains the records of the 38th Judicial District Court of Uvalde County, Texas. These records include the minutes of the 38th Judicial District Court for the relevant time period. In addition to the Court minutes, the Clerk's office holds the civil case folders, criminal case folders, tax case folders, child protective service case folders, attorney general case folders, adoption case folders, docket sheets, civil indexes, criminal indexes, divorce minutes, tax judgments, civil case fee sheets, Grand Jury Minutes, Plaintiff's indexes, Defendant's indexes and Adoption indexes.

SECTION TWO: RESTORATION AND PRESERVATION

PERMANENT RECORDS

After reducing and/or reproducing these records, the District Clerk's plan to utilize the space for the growing number of cases occurring daily. The extra space will allow better access to the records by the public.

Records are currently imaged by case file and the District Clerk has inquired in the possibility of a third party vendor housing these images off-site. This would assist in archiving the imaged records and provide the capability of viewing them on-line at anytime for approved uses. 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 arises.

Recently, the District Clerk had old District Court Minute Books restored and preserved so they could be accessible to the public. These books were also digitally scanned and have been stored on our web based server and off sight for preservation.

SECTION THREE: FUTURE PLANS

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 day. The District Clerk's office has added a public station for viewing court records. This will allow additional access to District Court records, and provide an archive method to back-up our imaging system.



Christina J. Ovalle, District Clerk
Uvalde, Uvalde County, Texas

2/2/15
Effective Date