

**2016-2017 Archive Plan  
Presented By  
Cheryl Jones, Brown County District  
Clerk**

September 12, 2016  
(Exhibit #3)

## **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 to follow guidelines set by the Texas State Library and Archives Commissioner for preservation of such records.

Currently, this office has criminal cases from 1996 digitized. We are transferring records that were initially on microfilm to digital format for faster and easier retrieval. The Net Data system was installed in October 1995, and they have an imaging system which allows us to create digital images. The District Clerk's Office was unable to use this system at that time due to lack of funds. We started using it in 2000, imaging minutes and criminal cases. The ultimate goal is for all criminal and civil cases to be imaged for easier access.

### **Designation of Court Documents subject to the plan:**

All civil and criminal case files, pending and final or closed.

### **The Process**

Active case documents are scanned into Net Data Real Vision Image System for Record Storage and retrieval convenience.

After a case is final, all case's records will be digitized as time will permit Digital images will be and stored on each case and will be available to anyone searching for anything in that file and may be photo copied for a fee.

Original documents are returned to this office for storage until the retention period has be met. The exception per State Library and Archive Rules are criminal judgments or docket sheets upon which defendant's finger prints have been placed. They remain as a permanent paper document. This is a continuing process as new cases are filed daily.

### **Purpose**

H.B. 1513 creates a dedicated district court **records technology fund** and authorizes district clerks to collect an additional fee \$5.00 not to exceed \$10.00 per filing. The bill provides that these funds be used only for the preservation and restoration of the district court records archive. The bill authorizes the district courts to effectively preserve and efficiently retrieve the large amount of legal documents that are required to be preserved.

This bill authorizes the commissioner's court to adopt a records archive fee for deposit in the District Court Records Technology Fund (Archive Fund) as part of the county's annual budget. This additional revenue will be dedicated to helping district clerk's focus on preserving older records.

The effective date of this Act was June 19, 2009 and expires upon completion of the projects necessary to preserve and digitize the district court 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 possible reducing or eliminating paper documents.

The goal is to digitize and archive all documents, regardless of type, as efficiently as possible. Digital images will be easily searchable through Net Data.

To complete our efforts toward electronic storage of all case files, we envision maintaining civil closed cases on our shelves until they have met their retention and using computers to access all records with a view to the future of using the computers entirely for court activity.

With less cost to the County, we may continue this ongoing process by using the archive fee to cover the cost of scanning paper source documents. In addition to preserving the documents, the images will be added to our existing imaging system and improve customer service.

Our goal is to eventually get all records scanned from January, 1996 forward and eventually be able to scan all records as each case is closed. I realize this will take a lot of time and work but will be well worth it to Brown County.

### **Expenditures, including but not limited to:**

Computer hardware, including any and all peripherals necessary,

Computer software,

Service Provider and other out- sourcing services.

Relevant staff salary

Data storage and data storage supplies

Travel expenses to and from a service provider to deliver and pickup case documents, if necessary

## **SECTION ONE: RECORDS CURRENTLY IN REPOSITORY**

### **INVENTORY**

Currently the District Clerk's office holds docket books, and files that are related to civil and criminal actions which have occurred throughout the years.

### **PERMANENT RECORDS**

After reducing and/or reproducing these records, the District Clerk plans to utilize the space for the growing number of cases occurring daily. The reproduction will allow better access to the records and will alleviate over crowding of the basement and storage areas by assisting in eliminating items that are not required to maintain permanently.

### **SECTION THREE: FUTURE PLANS**

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

### **PUBLIC AND GOVERNMENTAL ACCESS**

It is the intent of the District Clerk's Office to make public records more accessible. This will allow additional access to District Court records, and provide an archive of records.

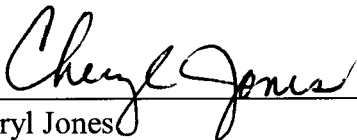
NOTICE  
SPECIAL MEETING  
OF THE COMMISSIONERS COURT  
OF BROWN COUNTY, TEXAS

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Notice is hereby given that a SPECIAL meeting of the Brown County Commissioner's Court will be held on the 12<sup>th</sup> day of September, 2016 at 9:00 A.M. in the Commissioners Courtroom, first floor, Brown County Courthouse, 200 South Broadway, Brownwood, Texas at which time the following subject will be discussed.

PUBLIC HEARING - RE: HB 1513 District Clerk Archive Fee

Dated this the 26th day August, 2016

 District Clerk, Brown County  
Cheryl Jones

**NOTICE OF ADDITIONAL FEE**

**THE COMMISSIONERS COURT OF BROWN  
COUNTY PURSUANT TO HB 1513 AND  
GOVERNMENT CODE, Section 51.305 HAS  
DETERMINED THAT AN INCREASE OF \$5.00  
TO THE RECORDS ARCHIVE FUND MAKING  
THE TOTAL FEE \$10.00 IS NEEDED TO  
PRESERVE AND RESTORE DISTRICT  
COURT**

**RECORDS**

**EFFECTIVE DATE JANUARY 1, 2015**

**CHERYL JONES, DISTRICT CLERK,  
BROWN COUNTY**

**PUBLIC  
NOTICE -  
APPROVAL OF  
DISTRICT  
CLERK  
ARCHIVE  
PLAN**

Notice is hereby given that a Special meeting of the Brown County Commissioners Court will be held on September 12, 2016, at 9:00 a.m. in the Commissioners Courtroom, Brown County Courthouse, 200 South Broadway, Brownwood, Texas at which time the court will consider for approval the

Sunday, August 28, 2016

**Legal Notice**

**Annual Written  
Plan For Reser-  
vation and  
Restoration of  
the District  
Clerk's  
Records  
Archive - HB  
1513 District  
Clerk Archive  
Fee.**

**STATE OF TEXAS  
COUNTY OF BROWN**

**ORDER TO ADOPT DISTRICT CLERK RECORDS ARCHIVE PLAN**

**WHEREAS**, Local Government Code, Section 51.305 provides that the District Clerk of Brown County may collect a fee up to \$10.00 with the approval of Commissioner's Court, for filing in the District Civil Court of Brown County. This fund becomes effective with the fiscal budget for Brown County, October 1, 2016, at which time the District Clerk will continue collecting this fee. The fee is for preservation and restoration services performed in connection with maintaining a district court records archive. All monies collected will be placed in a fund labeled District Court Archive Fund to be used for the restoration and preservation of records in the District Clerk's Office;

**WHEREAS**, after Commissioners' Court approval of the District Clerk's Records Archive Plan, and the Plan being accepted as presented;

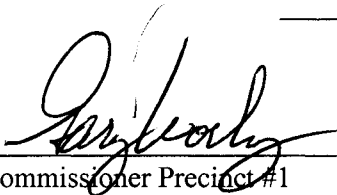
**NOW THEREFORE, BE IT ORDERED** by the Commissioners' Court of Brown County, hereby adopts the District Clerk's Records Archive Plan.

**ADOPTED**, this 12th day of September, 2016.

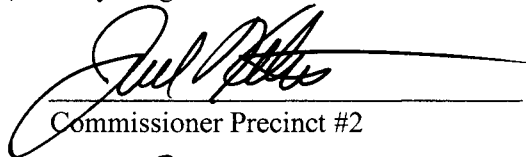
**BROWN COUNTY COMMISSIONER'S COURT**




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E. Ray West, III, County Judge



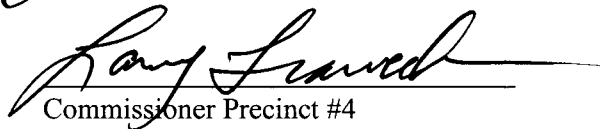
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Commissioner Precinct #1



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Commissioner Precinct #2



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Commissioner Precinct #3



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Commissioner Precinct #4