

**2021 Archive Plan  
Presented By  
Cheryl Jones, Brown County District  
Clerk**

September 14, 2020  
(Exhibit #5)

## 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. We began to scan and image all documents into each case within the case management system (excluding setting letters and subpoenas) in all cases in 2015.

### **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 stored in 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 been 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. Our goal is to back image all cases that have not been imaged for convenient retrieval and to serve as backup.

### **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. SB 658 effective September 1, 2019 will allow the archive fund to remain \$10 permanently.

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. The ultimate goal is to back scan all closed files prior to 1996 for easy access and protection of the records from elements such as natural disasters. 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 to provide scanning and records retention for paper file and microfilm.
- 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 should 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.

Currently the District Clerk is in the process of archiving and preserving old bound Criminal books that were in a state of deterioration from 1884-1925. It is the intent of the District Clerk to continue this preservation project until all books and records are safely accessible. Kofile is providing this service and will digitize the records they are restoring for accessibility. This project was approved through Commissioner's Court March 23, 2020.

**FILED**  
At 9:58 O'clock A M

AUG 17 2020

*Cheryl Jones*  
District Clerk Brown County, TX.  
By \_\_\_\_\_ Deputy

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 14th day of September, 2020 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 17th day August, 2020

*Cheryl Jones* District Clerk, Brown County  
Cheryl Jones



Legal Notices

**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 14, 2020, 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 Annual Written Plan For Preservation and Restoration of the District Clerk's Record's Archive - HB 1513  
District Clerk Archive Fee: \$100.00

**STATE OF TEXAS  
COUNTY OF BROWN**

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

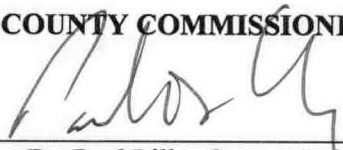
**WHEREAS**, Local Government Code, Section 51.305 provides that the District Clerk of Brown County may collect a fee up to \$10.00 with the approval of Commissioner's Court, for filing in the District Civil Court of Brown County. This fund becomes effective with the fiscal budget for Brown County, October 1, 2020, 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;

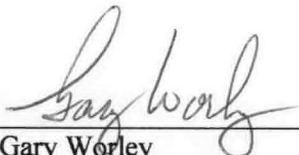
**NOW THEREFORE, BE IT ORDERED** by the Commissioners' Court of Brown County, hereby adopts the District Clerk's Records Archive Plan.

**ADOPTED**, this 14th day of September, 2020.

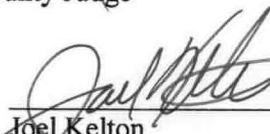
**BROWN COUNTY COMMISSIONER'S COURT**



Dr. Paul Lilly, County Judge



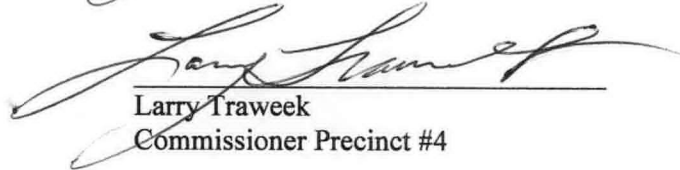
Gary Worley  
Commissioner Precinct #1



Joel Kelton  
Commissioner Precinct #2



Wayne Shaw  
Commissioner Precinct #3



Larry Traweek  
Commissioner Precinct #4