

MONTAGUE COUNTY DISTRICT CLERK RECORDS MANAGEMENT & RECORDS ARCHIVE PLAN FISCAL YEAR 2015/2016

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.

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.

SCOPE

The scope of this document includes the following:

- *All District Clerk records filed at the Montague 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

INVENTORY

The District Clerk's office currently holds over 500 docket books and 20,000 + files that are related to civil and criminal actions which have occurred throughout the years.

SECTION TWO: RESTORATION AND PRESERVATION

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 overcrowding of storage rooms and archive facilities by assisting in eliminating items that are not required to maintain permanently. Historical records will be imaged and the goal is to make them available on line in the future.

SECTION THREE: FUTURE PLANS

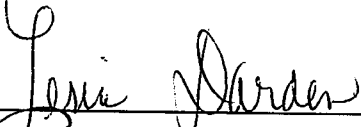
- *The goal of the District Clerk's office:
- *To continue to add records and information to existing computer system
- *Preserve original records by reducing daily manual usage
- *Digitize all official public records
- *Eliminate record searching by having more records available for electronic retrieval

SUMMARY

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

By using the records management and archive fee, we have been able to scan and index these records which preserves these documents at no cost to the County. In addition to preserving these documents, the images are added to our existing system which improves customer service and disaster recovery.

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



Lesia Darden, District Clerk, Montague County