

Records Management & Records Archive

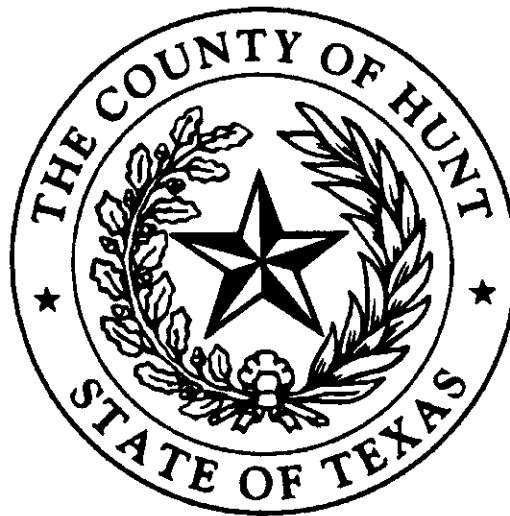
Written Plan

Fiscal Year 2013/14

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County Clerk, Hunt County, Tex.  
By J. Lindenzweig



Office of Hunt County Clerk  
Jennifer Lindenzweig

## Laws

### **Fund 81 - Record Management LGC §118.0216**

Sec. 118.0216 RECORDS MANAGEMENT AND PRESERVATION. – Each document Filed \$10.00 (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk. (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) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

**HB 1513 – Effective September 1, 2013 (expires 9-1-2019)**  
**Increased the fee from \$5 to \$10 then in 2019 will revert back to \$5.**

### **Fund 88 - Records Archive LGC §118.025**

Sec 118.025 Each document filed \$10.00 (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. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. (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. (g) the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.

**HB 1513 – Effective September 1, 2013 (expires 9-1-2019)**  
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## Archive Plan Fiscal Year 2013/14

### Steps to Implement

- \* Prepare Archive Plan
- \* Newspaper Ad Ran 15 days prior to hearing
- \* Public Hearing
- \* Commissioner's Court Approval

### Plan

We have completed the indexing of the Sovereignty land records from 1846-1966. We have completed the in house project of indexing and scanning of the Commissioner Court minutes from 2010 forward and will begin 2009 as time permits. We have completed the in house records management and retention plan which was started in 2006, for Criminal records, and have moved those records out of the old warehouse. We have completed the in house records management and retention plan for all court exhibits. We have been able to streamline property recordings by going to the barcode label and doing away with the cover page and have implemented in house indexing. We will begin the appraisal and plan for re-organization, records management and retention of files in the Clerk's office to include Civil and getting those records out of the warehouse storage. We will determine the condition they are presently in, as well as begin to appraise and plan for Juvenile, Mental and other file types.

#### Clerk Archive 88-611-0300-2341

Backfile indexing	Balance forward	\$485,432.25
	Payment February 2013	<u>-\$ 70,518.25</u>
	Balance due	\$414,914.00
Record Management 81-611-0300-2341	Payment April 2013	<u>-\$112,358.96</u>
	Balance due	\$302,555.04

### Summary

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

These records are preserved by adding the records management and archive fee to cover the cost of scanning and indexing the paper-based documents without additional cost to the County. In addition to preserving the documents, the images are added to our existing system which improves customer service and disaster recovery.

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