

DISTRICT CLERK COURT RECORDS ARCHIVE PLAN

Summary

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records within the District Clerk's Office. Records maintained in the District Clerk's office have been identified as "court documents", and expenses relative to maintenance and preservation of such records will be governed by the "District Court Records Archive Plan". In order to comply with retention and preservation statutes and State Library rules (see Bulletin B at <http://www.tsl.state.tx.us/slr/recordspubs/lgbullb.html>), film and digital images must be maintained permanently, and a plan must be in place to store the film and secure the future transition of digitized records to new media that allows access to these records.

Government Code 51 305 creates a dedicated District Court records archive fee, and authorizes District Clerks to collect a fee not to exceed \$10 per filing. The statute provides that this fund be used only for the preservation and restoration of the District Court records archive, and authorizes effective preservation and efficient retrieval of the large amount of legal documents that are required to be preserved. Further, HB 2182, 84th Legislature, provides that a District Clerk shall collect fees for performing services related to a matter filed in a statutory county court, the same fees allowed the District Clerk for those services in the District Court [GC 51 319(4)].

This statute authorizes the Commissioners' Court to adopt a records archive fee for deposit in a dedicated fund as part of the county's annual budget. Expenditures from this fund enables the District Clerk to focus on preservation of older court records. Fees may not be imposed after the district court records archive preservation and restoration project is complete.

Goal

Reproduction and archiving of all documents, regardless of type, as efficiently as possible, as well as restoration of records, suspension or reduction of deterioration of records, as well as improving public access to these records in a manner that reduces the risk of deterioration, and possible reduction or elimination of paper documents.

Scope

The scope of this document includes the following:

- All District and County Court at Law Court records filed in the Panola County District Clerk's Office
- Plans to restore and preserve said records
- Future plans to improve public and governmental access and to provide an archive for said records

This document addresses the restoration and preservation needs of the District Clerk records. No other departments are addressed.

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 since the mid-1800's and up to the present time

SECTION TWO: RESTORATION AND PRESERVATION

Permanent Records

After reproducing and preserving these records, the District Clerk plans to utilize the space for more efficient storage of the historical cases, and for possible storage of the growing number of cases occurring daily. Reproduction will allow better access to the records and will alleviate overcrowding of storage areas. Records will be imaged, will be accessible by DVD, and are backed up on microfilm. Microfilm will be stored in Panola County's depository and will be maintained further by any vendor that has reproduced said permanent records.

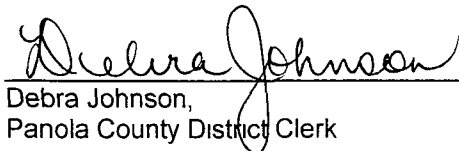
SECTION THREE: FUTURE PLANS

Future plans include continued reproduction and preservation of all filings and docket books, as well as back-up of images by microfilm

Public and Government Access

Future plans for public and government access include continued process of making public records more accessible by computer (dvd's) and by index

Signed this the 22nd day of July, 2015



Debra Johnson,
Panola County District Clerk