

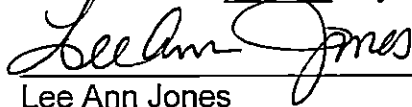
NOTICE

SPECIAL MEETING OF THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS

Notice is hereby given that a SPECIAL meeting of the Panola County Commissioners' Court will be held on the 20th day of August, 2019, at 1:30 o'clock p.m. in the Commissioners' Courtroom, first floor, Panola County Courthouse, 110 S. Sycamore, Carthage, Texas at which time the following subjects will be discussed:

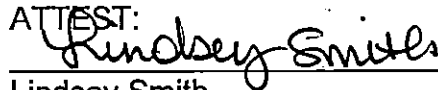
PUBLIC HEARING RE: GOVERNMENT CODE 51.305
DISTRICT COURT RECORDS TECHNOLOGY FUND

Dated this the 23rd day of July, 2019.



Lee Ann Jones
County Judge, Panola County

ATTEST:



Lindsey Smith
District Clerk, Panola County

DISTRICT CLERK

COURT RECORDS ARCHIVE PLAN 2020

PURPOSE

The purpose of this plan is to define the preservation and restoration, digital capture, storage, retention, and management of archived records within the District Clerk's office. It is the intent of the District Clerk's office to follow guidelines set by the Texas State Library and Archives Commissioner (see Bulletin B at <http://www.tsl.state.tx.us/slr/recordspubs/lgbullb.html>).

Government Code 51.305 created a dedicated District Court records archive fee, and authorized 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. This statute authorizes the Commissioners' Court to adopt a records archive fee for deposit in a dedicated fund as a part of the county's annual budget. Expenditures from this fund enable 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

The goal is to reproduce and archive all documents, regardless of type, as efficiently as possible, as well as to restore records, suspend or reduce deterioration of records, and to improve public access to these records in a manner that reduces the risk of deterioration. Converting documents to electronic format allows documents to be viewed by multiple persons simultaneously, be searched according to a variety of criteria, stored in a cost effective manner, and easily and readily duplicated for purposes of disaster recovery. Reduction and elimination (in all situations allowed) of paper documents is also our goal.

DESIGNATION OF DOCUMENTS

- 1) All documents and records with a permanent retention period in accordance with the guidelines from the Texas State Library.
- 2) All documents which are maintained in electronic format.
- 3) All documents maintained in microfilm format.
- 4) All civil and criminal documents in paper format.

RESTORATION AND PRESERVATION

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

FUTURE PLANS

Future plans include continued reproduction and preservation of filings and docket books, as well as back up of images on microfilm.

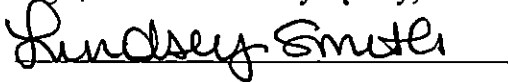
Public and Government Access

Future plans for public and government access include the continued process of making public records more accessible by electronic means.

SUMMARY

Civil records up to approximately 1920 and criminal records up to approximately 1935 have been restored, preserved, and digitized for easier access. With approval from the Commissioners' Court, we will be able to continue this ongoing process of preserving part of Panola County history.

Signed this the 17th day of July, 2019

A handwritten signature in cursive script, reading "Lindsey Smith", is written over a horizontal line.

Lindsey Smith
Panola County District Clerk