

PRESERVATION AND RESTORATION RECORDS ARCHIVE PLAN FOR THE DISTRICT CLERK OF WEBB COUNTY

INTRODUCTION

The purpose of this plan is to provide for the restoration, digital, capture, storage, preservation, and management of records accepted and maintained by the District Clerk of Webb County. Certain records maintained in the District Clerk's office have been designated to be included in the "Preservation and Restoration Plan." This plan will provide reproduction and archiving of such records and will assist in maximizing storage space. The plan will also make 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 Commission for the preservation of such records.

GOAL

The goal of this plan is to reproduce and archive all documents, regardless of type, as efficiently as possible. The District Clerk's Office is currently looking into new techniques and technologies for the restoration of records, reduction or elimination of the deterioration of public records, and the improvements of public access to documents. It is anticipated that paper records will no longer be accessed by the public but that digitized records will be the method of storage and retention.

DEFINITIONS

Texas Government Code § 51.305 provides the following definitions:

"Court document" means any instrument, document, paper or other record that the District Clerk is authorized to accept for filing or maintenance.

"Deterioration" means any naturally occurring process or a natural disaster that results in the destruction or partial destruction of a court document.

"Preservation" means any process that

- Suspends or reduces the deterioration of a court document; or
- Provides public access to a court document in a manner that reduces the risk of deterioration.

"Restoration" means any process that permits the visual enhancement of a court document, including making the document more legible.

SCOPE

The scope of this plan includes the following:

- The plan ultimately is to include all records filed with the District Clerk of Webb County.
- Particular attention to the restoration and preservation of records with significant historical value.
- In the future, public and governmental access will be approved, and an accessible archive will be implemented for records that have been digitized (imaged).

INVENTORY

The District Clerk's Office currently holds over 150 books regarding civil and criminal actions that are access on a daily basis.

PERMANENT RECORDS

After reducing the storage space devoted to existing physical records, the District Clerk plans to utilize the space for the growing number of cases for which documents are filed with the Clerk's office. The space that is freed up will allow a more orderly process of digitizing of records as discussed above. In turn, access by the judiciary and the public will be improved.

Records are currently imaged by case file, and the District Clerk is investigating third party vendors who can provide secure off-site storage of the records while allowing easy access for the District Clerk's Office, the judiciary, and the public. It is anticipated that the records would be available on-line for viewing at any time by approved users. It is further anticipated that there will be at least one other back-up system to allow uninterrupted access as well on the on-site storage currently maintained by Webb County.

FEE

The District Clerk proposes imposition of a \$10.00 fee to implement this plan. The County Treasurer shall establish a District Court Records Technology Fund in the general fund of the county for deposit of fees paid under Texas Government Code Section 51.317 (f). The funds from this fee will be used for personnel costs, data storage supplies, computer hardware including necessary peripheral equipment, software, and other expenses related to preservation and archiving activities described in this plan.

OPEN PUBLIC HEARING

Public hearing pursuant to Texas Government Code § 51.305 to consider and discuss a plan for the preservation and restoration of the district court records archive pursuant to Texas Government Code Chapter 51, Subchapter D. The plan includes a provision to impose a Records Archive Fee of \$10.00 to preserve and restore district court records.

CLOSE PUBLIC HEARING

Discussion and possible action to approve the Preservation and Restoration Records Archive Plan for the District Clerk of Webb County, including the imposition of a \$10.00 fee for documents filed with District Clerk; and any matters incident thereto.

NOTICE OF ADDITIONAL FEE

THE COMMISSIONERS COURT OF WEBB COUNTY
HAS DETERMINED THAT A RECORDS ARCHIVE FEE
OF \$10.00 IS NEEDED TO PRESERVE AND RESTORE
DISTRICT COURT RECORD.

ESTHER DEGOLLADO
DISTRICT CLERK
WEBB COUNTY, TEXAS

DATED: _____

NOTICE OF PUBLIC HEARING
ON A PLAN FOR THE PRESERVATION AND RESTORATION
OF THE DISTRICT COURT RECORDS ARCHIVE
(DISTRICT COURTS TECHNOLOGY FUND)

Notice is hereby given that a public hearing on a plan for the preservation and restoration of the District Court Records Archive will be held pursuant to Texas Government Code Chapter 51, Subchapter D, at the regular meeting of the Webb County Commissioners Court, 1000 Houston Street, Laredo, Texas, on Monday September 9th, 2013 at 9:00a.m.

Dated this 20thday of August , 2013.

Danny Valdez, Webb County Judge

Attest:

ESTHER DEGOLLADO, District Clerk, Webb
County