

**COUNTY CLERK – JACK COUNTY, TEXAS
PRESERVATION AND RESTORATION RECORDS PLAN
FY 2022**

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 County Clerk's Office. Records maintained in the County 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 County 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 County 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 County Clerk records filed at the Jack 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 County Clerk Records Archive. No other departments are addressed.

FUNDS

Currently the funds available for projects are:

Records Management Account - \$165,758.51 – 9/2021

Records Archive Account - \$141,472.71 – 9/2021

2020 County Records Preservation - \$1,131.35 – 9/2021

SECTION ONE: RECORDS CURRENTLY IN REPOSITORY

INVENTORY

Currently the County Clerk's office has many docket books and files that are related to civil and criminal actions which have occurred throughout the years. Vital statistic files dating back many years include birth, death, and marriage records. Deed Records, Miscellaneous Records, Survey, Military, Brand, Probate Minutes, Deed of Trust, Commissioner's Court Minutes some dating back to 1857.

SECTION TWO: RESTORATION AND PRESERVATION

PERMANENT RECORDS

After reducing and/or reproducing these records, the County 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 over crowding of storage rooms and archive facilities by assisting in eliminating items that are not required to be maintained permanently. Historical Records will be imaged and made available on-line when applicable.

SECTION THREE: FUTURE PLANS

Records are currently imaged by case file and stored off-site by our software provider. This assists in archiving the imaged records and provides the capability of viewing them on-line 24/7 for approved users. At this time we have images of Deed Records on-line dating back to 1860 those Deed Records are indexed by name and date back to 1989. From 1989 back to 1860 documents are only indexed by Volume and Page. Currently our Criminal Records are digitized back to 1998, Probate cases back to 1960 and Civil cases back to 2000. With our software through i-Docket we have an ongoing service that makes available case files and images for judges, court staff and the public.

We have begun and will continue adding original Death and Birth records to our software so they will be more quickly and easily accessed by staff for issuing certified copied to qualified applicants. I will be assessing damage to older books and inquire about having them rebound and covered.

PUBLIC AND GOVERNMENTAL ACCESS

It is the intent of the County Clerk's Office to make older public records more accessible on the computer and by index, at a future date. This will allow additional access to County Clerk records, and provide an archive method to back-up our imaging system.


Vanessa James, County Clerk, Jack County, Texas

