

**COUNTY CLERK – JACK COUNTY, TEXAS
PRESERVATION AND RESTORATION RECORDS PLAN
FY 2023**

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. The County Clerk intends to follow guidelines set by the Texas State Library and Archives Commissioner for the 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 possibly 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
- *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 - \$132,872.83 – 8/2022
- Records Archive Account - \$195,300.19 – 8/2022
- 2020 County Records Preservation - \$2,360.00 – 8/2022

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 overcrowding 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 online 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 online 24/7 for approved users. At this time we have images of Deed Records online 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 copies to qualified applicants. With the purchase of a new plat cabinet, we have begun a project of entering and scanning all plats into our software, this will keep the need for handling the original plats to a minimum. My office with help from Constable Clyde Watson have begun work on the fourth-floor storage area. There has been a mini split air conditioner installed in the room and I have added more roller shelving to hold the older books that are in bad condition. I will be assessing damage to older books and inquire about having them rebound and covered. In the Clerk's Office basement, we will so begin to go through the oldest County cases and file them in the new filing system to current cases along with Commissioner's Court Minutes.

PUBLIC AND GOVERNMENTAL ACCESS

The County Clerk's Office intends 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

