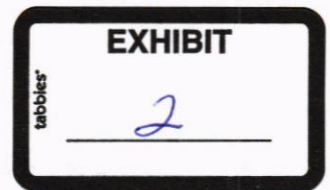


DISTRICT CLERK-HOPKINS COUNTY, TEXAS  
BUDGET YEAR 2018  
PRESERVATION AND RESTORATION RECORDS PLAN



**INTRODUCTION**

Currently, this office has records dating back to the mid 1800's. The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the District Clerk's Office. It has been identified that we still have several record archives that need to be reproduced for space availability purposes. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archive Commissioner. This document addresses the restoration and preservation needs of the District Clerk Records Archive. No other departments are addressed.

**SCOPE**

- The scope of this document includes the following
- \*\*All District Clerk records filed with the District Clerk
  - \*\*Plans to restore and preserve records with significant historical value
  - \*\*Future plans are to improve public and governmental access

**GOAL**

The goal is to reproduce and archive all documents, regardless of type, as efficiently as possible. The District 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.

**THE PROCESS**

Active case documents are scanned into NET Data Case Management System for Record Storage and retrieval convenience.

The historical books and permanent case files have been microfilmed by Image Tech in Waco, Texas and are stored on a separate system location in the Hopkins County Clerk's office with access through our computers in the District Clerk's office using a program called Laserfiche. The historical paper files and books remain in the office of the District Clerk.


All scanned or digital images are also stored on a searchable program available to anyone and may be photo copied for a fee.

To complete our efforts toward electronic storage of all case files, we envision maintaining closed cases on our shelves until the retention period is met by following the State Library and Archive Rules.

**Expenditures** (including but not limited to)

- Cost to rebind historical books
- Computer hardware, including any and all peripherals necessary,
- Computer software
- Service Provider and other outsourcing services
- Relevant staff salary
- Data storage supplies

**Submitted to Commissioners' Court this 11<sup>th</sup> day of September, 2017.**

  
Cheryl Fulcher  
Hopkins County District Clerk



**2018 Projected Annual Revenue GC 51.305(b)**


<b>Document of Type</b>	<b># of Documents Subject to Fee</b>	<b>Revenue at \$10.00</b>	
Filing new suit, including appeal from lower court	400	\$ 4,000	
Filing cross-action, counterclaim, intervention, contempt action, motion for new trial, 3 <sup>rd</sup> party petition	200	\$ 2,000	
<b>Total</b>	<b>600</b>	<b>\$ 6,000</b>	

On this the 17<sup>th</sup> day of September, 2017 the Commissioner's Court met and approved the District Clerk's Preservation and Restoration Records Plan.

Government Code 51.305(b) provides that the District Clerk of Hopkins County may collect a fee up to \$10.00, with approval by the Hopkins County Commissioners' Court, for filings in the District Civil Court of Hopkins County.

This fund becomes effective with the 2018 fiscal budget for Hopkins County, October 1, 2017, at which time the District Clerk will continue collecting this fee. All monies collected will be placed in a line item in the budget labeled District Clerk Technology Fund to be used for the restoration and preservation of records in the District Clerk's Office.


Signed this 11<sup>th</sup> day of September, 2017.



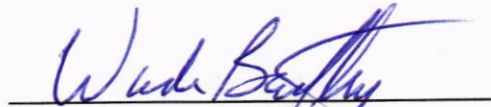
Robert Newsom, Hopkins County Judge



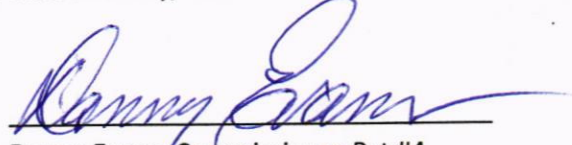
Mickey Barker, Commissioner Pct #1



Mike Odell, Commissioner Pct #2



Wade Bartley, Commissioner Pct #3



Danny Evans, Commissioner Pct #4