



**PROPOSED FEE INCREASE**

**FOR PRESERVATION AND RESTORATION  
OF ARCHIVED RECORDS**

**PRESENTED BY**

**DEBBIE SHIRLEY, COUNTY CLERK  
HOPKINS COUNTY, TEXAS  
SEPTEMBER 10<sup>TH</sup>, 2018**

**EFFECTIVE: OCTOBER 1<sup>ST</sup>, 2018**

## **EXECUTIVE SUMMARY**

The County Clerk's Office wants to take advantage of new legislation that is designed to preserve archived records by adding an archive fee to each filed or recorded document. This fee is to be dedicated to that task. The vast majority of the permanent records in the County Clerk's Office are paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear.

With no cost to the County, these records can be preserved by adding an archive fee to cover the cost of scanning the paper based documents. In addition, to preserving the documents, the images can be added to our existing imaging system and improve customer service.

Additionally, these records can be restored and preserved, to prevent the records from further deterioration. Several records in the office are not preserved by any other format other than paper.

### **Background (Statutory History)**

Currently, Counties adjacent to international borders have the ability to charge a records archive fee not to exceed \$5.00 for the recording or filing of public documents in county clerk's offices. SB 1731 removes "adjacent to international borders" restriction and opens the fee to all Texas counties. SB 1731 provides for a fee not to exceed \$5.00 to be imposed for recording or filing public documents in county clerk's offices in any county for the purpose of preserving, restoring, and managing county records.

County Clerks are currently authorized to collect a records management fee for maintaining and preserving current documents. In most cases, this fee is not sufficient to also preserve and restore archived records. This new legislation is designed to target archived records.

This bill authorizes the Commissioners' Court to adopt a records archive fee as part of the county's annual budget. If the provisions of SB 1731 are implemented, the county will experience a revenue gain. This additional revenue will be dedicated to helping county clerks focus on preserving older records.

The effective date of this Act is September 1, 2003 and expires September 1, 2008.

**\*NEW LEGISLATION: SB 526**

Allows County Clerk to designate records that are part of records archive plan, with approval of Commissioners' Court in a public meeting.

118.025(e) Local Government Code – **Effective 6/17/2005**

**REPEALS** the definition of "Records Archive" as public documents filed with the County Clerk before January 1, 1990.

118.025(a)(4) Local Government Code – **Effective 6/17/2005**

**REPEALS** the expiration date (9/1/08) on collection of Records Archive Fee.

118.011(g) and 118.025(k) Local Government Code – **Effective 6/17/2005**

**\*NEW LEGISLATION: HB 2716**

The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account

118.025(d) Local Government Code – **Effective 6/17/2011**

The designation of public documents by the county clerk under this subsection is subject to approval by the commissioners' court in a public meeting during the budget process.

118.025(e) Local Government Code – **Effective 6/17/2011**

Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive.

The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process

118.025(g) Local Government Code – **Effective 6/17/2011**

The fee is subject to approval by the commissioners court in a public meeting during the budget process.

118.025(i) Local Government Code – **Effective 6/17/2011**

118.025(j), Local Government Code, is **repealed. Effective 6/17/2011**



**\*NEW LEGISLATION: HB 1513**

**Records Management and Preservation LGC §118.0216**

Sec. 118.0216 RECORDS MANAGEMENT AND PRESERVATION. – Each document Filed \$10.00 (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account. (e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

**HB 1513 – Effective September 1, 2013 (expires 9-1-2019)  
Increased the fee from \$5 to \$10 then in 2019 will revert back to \$5.**

**Records Archive LGC §118.025**

Sec 118.025 Each document filed \$10.00 (b) the commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. (e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. (g) the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.

**HB 1513 – Effective September 1, 2013 (expires 9-1-2019)  
Increased the fee from \$5 to \$10 then in 2019 will revert back to \$5.**

(j) Any excess funds generated from the collection of a fee under this section remaining after completion of a county records archive preservation and restoration project may be expended only for the purposes described by Section 118.0216. The Commissioners' Court of a county may not order the collection of a fee authorized by this section after the county records archive preservation and restoration is complete.

**Annual Revenue Estimate**

Document Type	Documents Subject to Fee	Revenue at \$10.00
Official Public Records	7668	\$ 76,680.00
Brands	38	\$ 380.00
Marriage Records	396	\$ 3,960.00
Approximate Revenue carried forward from last year's budget:		\$ 96,500.00
<b>TOTAL</b>		<b>\$ 177,520.00</b>

**ARCHIVE PLAN**

**Fiscal Year 2019**

Attached is a five year plan for accomplishing a re-creation, microfilm and digitization project for records prior to and after January 1, 1990. The five year plan for the indexing of the Deed Records from 1966 through 1846 is included, also. SB 526 has repealed the expiration date (9/1/08) on the collection of Records Archive Fee. Effective for the 2019 Budget the Record Archive Fee will include all records filed with the County Clerk as designated in the Archive Plan. A copy is attached hereto and made a part hereof.

**SUMMARY**

The Legislature has provided a means to raise revenue for the records management and preservation of older county and vital records. This "user" fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in "phases" as money is accrued and deposited into a special revenue account. Any outsourcing and purchase of equipment will be done through standard purchasing processes. Approval will prevent the potential hazard and "disaster in waiting" as years and years of vital county property records sit unprotected and not adequately preserved.

VITAL RECORDS FEE

Annual Revenue Estimate

Document Type	Documents Subject to Fee	Revenue at \$1.00
Marriage, birth and Death records	3768	\$ 3,768.00
Approximate Revenue carried forward from last year's budget		\$ 8,739.00
	TOTAL	\$12,507.00



Data Preservation Solutions

# **Warehouse Imaging Project, Indexing of Deed Records, and Book Preservation/Restoration**

August 28, 2018

**Hopkins County Clerk**

Honorable Debbie Shirley  
*County Clerk*

**Data Preservation Solutions  
(DPS)**

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## Imaging Services

### Inventory, Scanning, Indexing

Data Preservation Solutions (DPS) has created an inventory of each book type to be scanned and the associated steps for each type. Below are a few of the tasks necessary to effectively protect and image the case files.

- Inventory by book type
- Inventory of page count and page conditions
- Inventory Photostats in each book if any
- Create index associated with specific file
- Non-proprietary image format for later use
- Provide Hopkins County with access to CREW for interim viewing if needed
- Develop project plan to convert records in phases as County's budget allows

### Scheduling and Inventory

Scheduling and inventory of Hopkins County Clerk's books are a key function in Data Preservation Solutions (DPS)'s service portfolio. This task is typically done by Project Managers or the Account Manger during the initial pickup or assessment at Hopkins County Clerk. The inventory plays a pivotal role in the process:

- Clearly identify entire record population by type, service and exceptions
  - Provide Hopkins County Clerk with electronic database of all books and the schedule which books will be picked up and returned
- Assign a Project Manager from Data Preservation Solutions (DPS) to the appropriate contact at Hopkins County Clerk
- Install CREW application at Hopkins County Clerk to show exact location of records during transport and during production

### Document Prep and Page identification

Once jobs are scheduled and inventoried, it is important that Data Preservation Solutions (DPS)'s Project Manager acknowledge the project specifications as quickly as possible while also noting any exceptions and reporting these to Hopkins County Clerk.

Once specifications and exceptions are noted and agreed upon Data Preservation Solutions (DPS)'s team will begin document prep, Sorting and inserting barcodes if necessary. The following steps outline the process:

- Accept stated inventory and confirm with Hopkins County Clerk
- Set files into Archival Review process to determine criticality of file types and pages
- Set files into full production and/or partial production depending on conditions





- Full production files will receive individual prep by hand.
- Files will be set for image capture via traditional scanners, flatbed scanners for sensitive and fragile pages and overhead book scanners for bound books
- CREW status will show to have folders passed through the document prepping and scanning step

### Imaging and Indexing

Data Preservation Solutions (DPS) possesses all newly manufactured hardware specifically designed for archival quality image capture. Hopkins County Clerk, like most Counties are responsible for the preservation and history of the County's most important historical records. These records cannot be exposed to harsh scanner environments and must be handled with the most delicate methods. Data Preservation Solutions (DPS) will only run well tested pages thru mechanical scanner devices, all other pages will be placed individually on a straight feed page scanner. All images will be scanned at the most optimal setting in Greyscale allowing for unlimited improvement of image clarity. Although this process is time consuming and laborious for production purposes it yields the highest clarity image without distortion.

- Accept inventory and specification from previous step in production process
- Update CREW to show current location and process of production
- Complete full test of paper quality using archivist tools
- Begin image capture using 300dpi – 600 dpi settings in greyscale
- Sort images into good, average and poor quality control bucket's
- Assign image cleanup operations to each quality control bucket
- Perform appropriate services in order to improve all images to good condition
- Provide Hopkins County Clerk with video of image quality before and after
- Key and validate image index information
- Provide Hopkins County Clerk access to CREW portal to evaluate images prior to loading into NetData.
- Hopkins County Clerk does not have a database for deed records this process will be hand key indexing for all Deed records and double validated.

### Image Loading

Data Preservation Solutions (DPS) will coordinate with Hopkins County Clerk and NetData for any image and metadata loading necessary. Data Preservation Solutions (DPS) has years of experience in loading data and the importance of working efficiently with both Hopkins County Clerk and the vendor providing the repository, in this case NetData. Hopkins County Clerk and NetData will be provided a test batch early in the project timeline in order to properly prepare for the eventual loading of images and data at project completion.



## Reports and Dashboards

CREW dashboard provides a real-time snapshot of Hopkins County Clerk's key performance indicators (KPI) and metrics. Hopkins County Clerk will have access to Data Preservation Solutions (DPS)'s production information at any PC or smart device. Data Preservation Solutions (DPS) believes that an informed customer is a happy customer. Hopkins County Clerk will not be required to call Data Preservation Solutions (DPS) to ask about schedules, exceptions or delivery time frames as CREW will be continually updated by the Project Manager. *(For more insight into CREW see below)*

There are several out-of-the-box reports available within CREW, which will help with daily operations and evaluation:

- Project history report
- Project duration report vs. estimated duration
- Document exception report
- Image and index reports

## Document Management

In the event that Hopkins County Clerk requires simple document management tools, repositories and customer access Data Preservation Solutions (DPS) will supply the infrastructure for storing and accessing any and all images and metadata from the project. Data Preservation Solutions (DPS)'s CREW application is designed for simple and quick deployment without the need for existing IT resources from Hopkins County Clerk. Data Preservation Solutions (DPS) is happy to provide use of CREW for a day, month, and year of indefinite while the County prepares for loading the images and metadata into NetData.

# Project Responsibilities

## Data Preservation Solutions (DPS) will...

- Provide technical and project management resources during the course of the project.
- Provide required software and hardware tools for Data Preservation Solutions (DPS) resources - such as document scanners, software, management, etc.,
- Supply documentation and imaging output to Hopkins County Clerk
- Project Manager will ensure the project scope is limited to those services outlined in the proposal and requirements specifications document.
- Provide required training for Hopkins County Clerk resources on the solution.
  - Application use – office and field
  - Content modifications
  - And other information





### Hopkins County Clerk will...

- Collaborate with Data Preservation Solutions (DPS) for capturing all the requirements.
- Provide a single point of contact for management of imaging and restoration project related responsibilities and tasks.
- Provide access to IT and Business resources during the engagement.
- Provide sufficient test data, all the proprietary content (text, images, video etc.)
- Provide answers to questions raised by the team regarding the functions and designs of the imaging services

### Data Preservation Solutions (DPS) and Hopkins County Clerk will...

- Appoint a single point of contact and reference for each company respectively.
- Develop and mutually agree upon the project schedule and implementation plan after approval of this proposal.
- Conduct a project kickoff meeting to define roles and responsibilities of project team members, confirm project deliverables, review the project schedule with assigned tasks, etc.
- Mutually agree upon time and dates of meeting to discuss the status of the project and who is responsible for recording and issuing the results of the above-mentioned meetings.

## Continuation of Indexing-High Priority

- Books start at year 1846 and go to 1966
- A-Z (J book is missing from the County) mostly handwritten (25 books)
- Volumes 1-304 (missing Volume 93) 302 books
- Qty of books to be indexed per batch-30-35 typed books
- Clerk asked that typed books be first-this will reduce the dollar amount to complete the project and will require less time to complete.
- Books already scanned-this will be a data entry project only
- Total qty of books 327
- Cost for indexing handwritten records-\$1,147.50 per book
- Cost for indexing typed records-\$592.50
- Cost for indexing 35-40 typed books-\$22,000.00-\$23,700.00 per batch
- As of 8/2017 45 typed books have been completed
- **Estimated cost for indexing Volumes 1-304 Typed records  
\$178,935.00**





- **Estimated cost for Indexing Volumes A-Z Handwritten books**  
**\$28,687.50**

**Total Estimated Cost for Indexing books from 1846 to 1966**  
**\$207,622.50**

**Estimated Completion Date 10-31-18**

## Warehouse Project-High Priority

### Probate Fee and Docket Books-

- 24 oversized books total
  - \$1.45 per page for scanning oversize bound books
  - Estimated 15,360 pages to be scanned=\$22,272.00
  - Cropping \$.05 per image-\$768.00
- Cost to produce 5 rolls of Digital microfilm and processing fees. (film to be stored off-site at the County's storage facility)-\$750.00
- DVD-\$50.00
- **Estimated Cost for scanning and processing with archive microfilm backup and DVD.**  
**\$23,840.00**

### Civil Fee and Minutes Books-

- Civil Fee Books 10-14 oversized-625 pages per book-2,560 pages
- Civil Minutes Book 11 Oversized bound Books 640 pages
  - \$1.45 per page for oversize=\$4,640.00
  - Cropping images \$.05 per image=\$160.00
  - Cost to produce 3 rolls of Digital microfilm and processing fees. (film to be stored off-site at the County's storage facility)-\$450.00
  - DVD-\$50.00
  - **Estimated Cost for scanning and processing with archive microfilm backup and DVD.**  
**\$5,300.00-completed**



### Registered Instruments-

- 55 oversized books 35,200 pages
- \$1.45 per page for oversize bound books=\$51,040.00
- Cropping of images-\$.05 per image=\$1,760.00
- Cost to produce 10 rolls of Digital microfilm and processing fees. (film to be stored off-site at the County's storage facility)-\$1,500.00
- DVD-\$50.00
- Estimated Cost for scanning and processing with archive microfilm backup and DVD.  
**\$54,350.00**

**Cost to digitize priority books in the warehouse-\$83,490**

### Miscellaneous Books-Scan if necessary

- TB Records 1-3 Oversize books 1,920 pages
- Juvenile Docket 2 small books-1,200 pages
- Writ of Attachment-1 small book 500 pages
- Optometry, Fracturing books-4 small books 1,200 pages
- Chattle, Waters, Fee Books 12 oversize books 7,680

**Completed-42 Direct and Reverse Index Books**

## Preservation of Books-Low Priority Pricing Matrix below



## Pricing Matrix for Book Restoration and Preservation Project

Cost Schedule	Book Count	List Price Per Item	Estimated Total
<b>Restoration of books below</b>			
Birth Record and Register Vol 3, 6&7	3	\$1,425.00	\$4,275.00
Death Record Vol 5	1	\$1,425.00	\$1,425.00
Federal Tax Vol 1	1	\$1,425.00	\$1,425.00
Hospital Lien Vol 1	1	\$1,425.00	\$1,425.00
Release of Judgement Vol 1	1	\$1,425.00	\$1,425.00
Lis Pendens Vol 1	1	\$1,425.00	\$1,425.00
Record of Release Vol 1 & 2 & Vol 1&2	4	\$1,425.00	\$5,700.00
Vendor Lien Vol 1-12	12	\$1,425.00	\$17,100.00
<b>Subtotal for above</b>			<b>\$34,200.00</b>
Cost Schedule	Estimated Counts	List Price Per Item	Estimated Total
<b>Full Preservation of books below</b>			
Estray Vol 3	1	\$2,950.00	\$2,950.00
Docket of Levy Vol 1	1	\$2,950.00	\$2,950.00
Deed Of Trust Vol 15, 18, 21, 27	4	\$2,950.00	\$11,800.00
Misc. Vol 1	1	\$2,950.00	\$2,950.00
Assumed Names Vol 1	1	\$2,950.00	\$2,950.00
Deputation Record Vol 1	1	\$2,950.00	\$2,950.00
Deed of Trust Vol 15, 18, 21, 27	4	\$2,950.00	\$11,800.00
<b>Subtotal for books</b>			<b>\$38,350.00</b>
Cost Schedule	Estimated Counts	List Price Per Item	Estimated Total
<b>Restoration of books below</b>			
Deed of Trust	32	\$1,425.00	<b>\$45,600.00</b>