

DISTRICT CLERK-HOPKINS COUNTY, TEXAS  
BUDGET YEAR 2020  
PRESERVATION AND RESTORATION RECORDS PLAN

### INTRODUCTION

Currently, this office has records dating back to the 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 and reducing the deterioration of our historical court records. It is our goal to improve the public access to these documents in a manner that reduces the risk of deterioration.

### THE PROCESS

Active case documents are scanned into NET Data Case Management System for easy access and record storage.

Most of the historical books and judicial case files have been microfilmed by Image Tech in Waco, Texas and are stored on a separate system located in the County Clerk's office with access through our computers in the District Clerk's office using a program called Laserfiche. The historical papers and books have been placed in storage at the back of the County Clerk's office in the annex storage area.

All scanned or digital images that are stored on the current NET Data Case Management System and the Laserfiche searchable program are available to anyone and may be photo copied for a fee.

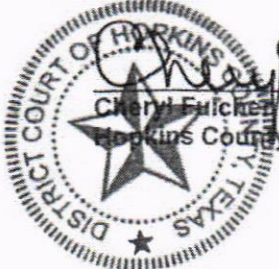
This office still has documents dated in the 1800's that are unscanned. The historical index books were unbound during the image process. The preservation of the books need to be considered which would involve cost for preserving the pages and rebinding the books.

As far as a total paperless office, I do not foresee that in the near future. This office will continue to maintain all files that are closed cases on our shelves until the retention period is met by following the State Library and Archive Rules and until the documents can be checked for clear readable scans and to scan any missed documents.

### 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 12<sup>th</sup> day of August, 2019.



Cheryl Erickson  
Cheryl Erickson  
Hopkins County District Clerk

**2020 Projected Annual Revenue GC 51.305(b)**

Document of Type	# of Documents Subject to Fee	Revenue at \$10.00
Filing new suit, including appeal from lower court	500	\$ 5,000
Filing cross-action, counterclaim, intervention, contempt action, motion for new trial, 3 <sup>rd</sup> party petition	250	\$2,500
<b>Total</b>	750	\$7,500

On this the 26 day of August, 2019 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.

The collection of this fund becomes effective with the 2020 fiscal budget for Hopkins County, October 1, 2019 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 26 day of August, 2019.

Robert Newsom  
Robert Newsom, Hopkins County Judge

Mickey Barker  
Mickey Barker, Commissioner Pct #1

Greg Anglin  
Greg Anglin, Commissioner Pct #2

Wade Bartley  
Wade Bartley, Commissioner Pct #3

Joe Price  
Joe Price, Commissioner Pct #4

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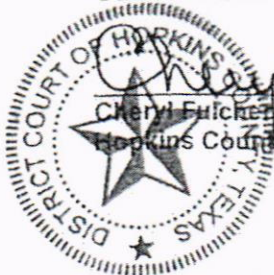
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Cheryl Fulcher  
Cheryl Fulcher  
Hopkins County District Clerk

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