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Preservation and Restoration Plan and Records Archive

Fiscal Year 2012

County Clerk

2012 Preservation and Restoration Plan County Clerk Records Archive

Plan Summary

The purpose of this document is to define the restoration and preservation plans of the County Clerk's Office for the upcoming fiscal year. The scope of work will be ongoing for many years to preserve documents and conduct restoration activities when necessary. The ultimate goal of these efforts is to digitize permanent documents and make them readily available and useable to the public in digital format, thus protecting the original documents. It is the intent of the County Clerk to follow guidelines set by the Texas State Library and Archives Commission as it relates to records retention. This document addresses the restoration and preservation needs of the County Clerk's records archive only.

Budget and Expenditures

Records preservation and restoration efforts are funded in large part through the collection of a records archive fee authorized by Chapter 118.025 of the Texas Local Government Code. The fee amount is approved by the Collin County Commissioners' Court, and itemized as part of Collin County's annual budget process. The funds generated from the collection of this fee are expended only for preservation and restoration, document indexing and records storage. It is our intent to designate all funding carried over from a previous fiscal year for expenditures to the above.

2012 Plan

In FY 2009 an elaborate inventory of all records in possession of the County Clerk's Office was conducted. The inventory identified the current record type (book, paper and film) with the desired digitized format and retention period. Records with a short retention period will not be digitized. They will be destroyed in accordance with guidelines set by the Texas State Library. As a result of the above mentioned efforts, focus in the upcoming year will be on the following:

- Restoration and preservation of Photostat books for all images and indexes from 1950 to 1984 (Real Property Records, Vital, Probate, Civil/Criminal and Miscellaneous Records). To unbind, clean, humidify, de-acidify and encapsulate in an archival polyester pocket and rebind in Disaster Safe County Binders which meet or exceed the NFPA Operating Practices ~6.12.2. All sheets will be digitally scanned and captured via Kodak Digital Science Scanners and Kodak High-Volume Capture Software and then formatted in a multi-page or single page Group 4 TIFF file. All images are to be saved in duplicate to Kodak Preservation Gold DVD-Rs.

The cost for the second selection of books to be restored and preserved will go out for bid and will be awarded to the best competitor with the lowest bid. The second selection involves approximately 4,291 books.

Criminal court files range from 1900 to current. Criminal court went live with Odyssey in 2011, and criminal records from 2000 to 2010 were transferred from the AS400 to the Odyssey system, along with current year 2011.

After consideration of this work, we will be able to forecast our best options to have the images preserved by digitizing and downloading into the system.

- Indexing of Preservation Project 2009 (RFP No. 03460-09)

We preserved 2,066 volumes of deed records, 131 volumes of deed of trust and indexes, 94 volumes of probate minutes and indexes, 29 volumes of birth records and indexes, 10 volumes of death records and indexes, 41 volumes of marriage records and indexes, 28 volumes of military discharges, and 820 miscellaneous books which consist of 1 or 2 volumes.

Previously deed records from February 14, 1974 through end of December 1984 were indexed. Only the images were loaded to match the existing index. In-house we are currently scanning and uploading the images. We are indexing and verifying the images into the AmCad system from August 1, 1973 through end of February 1974.

County Clerk Records Archive-Public Documents

Real Property

- Real Property Records from 1984-1991 - Number of Books: 1817
- Bill of Sale from 1973-1985 – Number of Books: 1
- Deed of Trust from 1925-1979 – Number of Books: 491
- Index to Abstract of Judgment from 1914-1983 – Number of Books: 4
- Lis Pendens from 1908-1991 – Number of Books: 10
- Abstract of Judgment from 1897-1991 – Number of Books: 250
- Federal Tax Lien from 1923-1990 – Number of Books: 32
- Grantor/Grantee Records from 1988-1991 – Number of Books: 103
- Chattel Mortgage from 1909-1915 – Number of Books: 30
- Mechanics Lien from 1893-1983 – Number of Books: 75
- State Tax Lien 1967-1991 – Number of Books: 19

Civil and Criminal

- Criminal/Probate Docket from 1912-1984 – Number of Books: 33
- Bond to Pay Claims or Liens from 1974-1991 – Number of Books: 12
- Records of Bail from 1977-1983 – Number of Books: 3
- Condominium Records from 1973-1989 – Number of Books: 7
- Index to Probate Claim Docket 1967 – Number of Books: 1
- Mental Illness Fee Book (Unknown Years) – Number of Books: 7
- Probate Fee Book 1998 – Number of Books: 5
- Probate Record from 1946-1991 – Number of Books: 250
- Civil Minutes from 1976-1993 – Number of Books: 27
- Clerk's Civil File Docket from 1895-1988 – Number of Books: 19
- Civil & Criminal Fee Book (Unknown Years) – Number of Books: 41
- Criminal Minutes from 1976-1992 – Number of Books: 49
- Judgment Nisi from 1975-1993 – Number of Books: 8
- Mental Illness Fee Book from 1963-2001 – Number of Books: 28
- Probate Birth Record from 1916-1961 – Number of Books: 67
- Probate Fee Book from 1962-1998 – Number of Books: 36

Vital Statistics

- Death Records from 1931-1997 – Number of Books: 78
- Record of Registered Nurses from 1972-1980 – Number of Books: 1
- Marriage Application Record from 1975-1990 – Number of Books: 74
- Index to Marriage 1985-1989 – Number of Books: 3
- Birth Records from 1935-1986 – Number of Books: 338

Miscellaneous Books

- Water Permit Record from 1973-1990 – Number of Books: 2
- Embalmers, Optometry & Dentist Records from 1974-1992 – Number of Books: 1
- Register of Instruments from 1978-1993 – Number of Books: 97
- Miscellaneous Indexes (Unknown Years) – Number of Books: 1
- Hospital Liens from 1981-1991 – Number of Books: 3
- County Clerk Fee Books from 1982-1983 – Number of Books: 10
- Journals/Ledgers from 1923-1975 – Number of Books: 21
- Miscellaneous Docket Books (Unknown Years) – Number of Books: 17
- Docket Book (Unknown Years) – Number of Books: 23
- Fee Books (Unknown Years) - Number of Books: 5

Commissioners Court

- Commissioners' Court Minutes from 1857 to 2003 – Number of Books: 192