



*Stacey Kemp  
Collin County Clerk*

# **Stacey Kemp Collin County Clerk**



## **Preservation Restoration Plan and Records Archive**

**Fiscal Year 2014**

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### **FY 2014 Preservation Restoration Plan and 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 online, thus protecting the original documents. The plan is designed to comply specifically with the requirements of Texas Local Government Code Section 118.011 (f) and 118.025. This document addresses the restoration and preservation needs of the County Clerk's records archive only.

#### **Responsibility**

The responsibility for implementing the preservation and restoration of records maintained by the County Clerk's Office will be the County Clerk and the designated employees selected to assist the County Clerk. Final decision regarding the funding and expenditures of the plan shall be made by the County Clerk with Commissioners' Court approval.

#### **Budget and Expenditures**

Records preservation and restoration efforts are funded by revenue generated by the County Clerk's Records Archive Fee. The plan is to be adopted by the Collin County Commissioners' Court in accordance with Local Government Code 118.011(f) and 118.025(b).

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.

## **2014 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.

It is intended for all preservation and restoration work to be done in the most effective techniques and practical location. Collin County will have the right to make periodic visits to the location where the records are being preserved and restored. Unsatisfactory conditions or methods will result in all work being suspended until procedures and techniques satisfactory to the County Clerk are implemented and adhered to. The cost for the second selection of books to be restored and preserved will adhere to all procurement statutes and processes.

The second selection involves approximately 2,655 books of the official public deed records to be preserved, digitized, imaged and indexed to make the records available on the web.

### **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. These books were preserved first due to the severity of damage caused by flooding that occurred in 2007.

Deed records from February 14, 1974 through end of December 1984 were indexed. Only the images were loaded to match the existing index. Images from January 1, 1963 through January 1, 1974 are currently being indexed and verified.

AmCad is scanning all historic index books. An index will be created to match images from books 610 to 898. This project was awarded through the Counsel of Competitive Governments.

## **County Clerk Records Archive-Public Documents – A Listing Of Records That Will Be Preserved And Archived.**

### **Official Public Deed Records**

- Real Property Records from 1985-1991 - Number of Books: 1856
- 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: 3
- Lis Pendens from 1908-1991 – Number of Books: 10
- Abstract of Judgment from 1897-1991 – Number of Books: 55
- 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: 10
- 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: 18
- 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: 42
- Criminal Minutes from 1976-1992 – Number of Books: 84
- Judgment Nisi from 1975-1993 – Number of Books: 8
- Mental Illness Fee Book from 1963-2001 – Number of Books: 27
- Probate Birth Record from 1916-1961 – Number of Books: 65
- 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: 10
- Index to Marriage 1985-1989 – Number of Books: 3
- Birth Records from 1935-1986 – Number of Books: 328

## **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: 109
- Hospital Liens from 1981-1991 – Number of Books: 3
- Journals/Ledgers from 1923-1975 – Number of Books: 21
- Miscellaneous Docket Books (Unknown Years) – Number of Books: 8

## **Commissioners' Court**

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