

FY 2016 Adopted Budget Summary

Document Preservation Fund

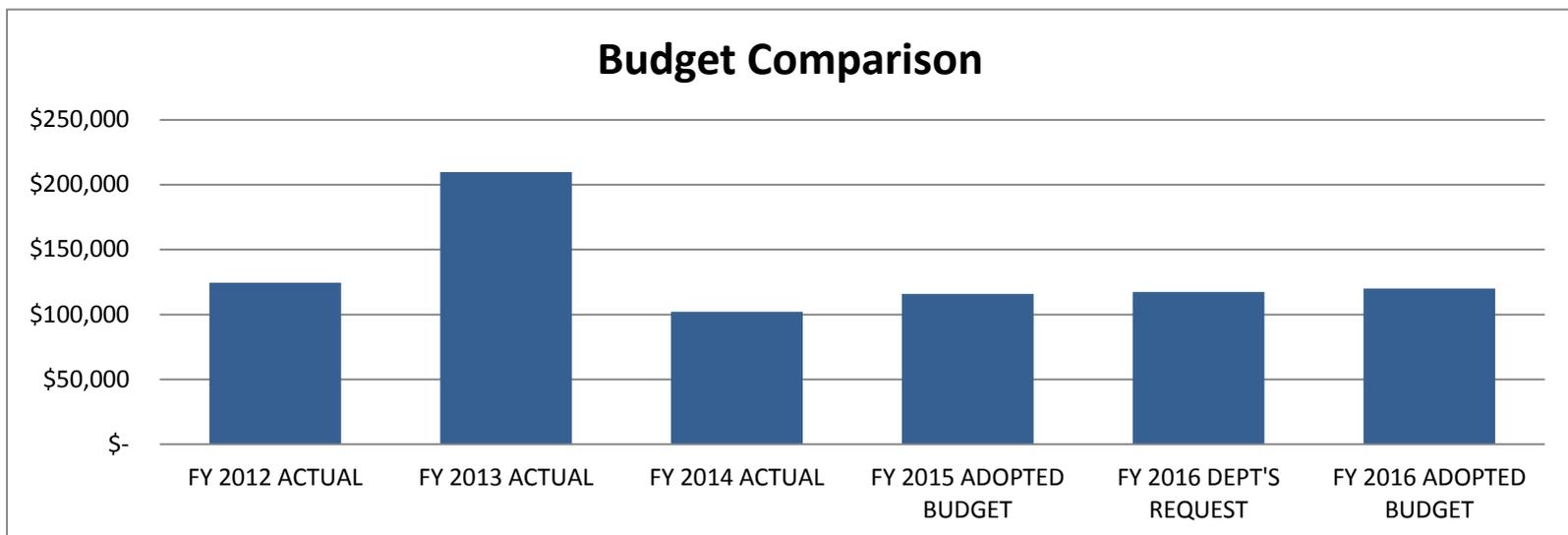
District Clerk

EXPENDITURES

	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ADOPTED BUDGET	FY 2015 YTD ACTUAL	FY 2016 DEPT'S REQUEST	FY 2016 ADOPTED BUDGET
SALARIES	\$ 98,584	\$ 104,555	\$ 102,172	\$ 116,070	\$ 119,046	\$ 117,329	\$ 120,183
TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATIONS	\$ 25,875	\$ 105,311	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 124,459	\$ 209,866	\$ 102,172	\$ 116,070	\$ 119,046	\$ 117,329	\$ 120,183

PERSONNEL

	FY 2013 ADOPTED	FY 2014 ADOPTED	FY 2015 ADOPTED	FY 2015 ACTUAL	FY 2016 DEPT'S REQUEST	FY 2016 ADOPTED
FULL-TIME POSITIONS						
Deputy District Clerk II	2	2	2	2		2
TOTAL	2	2	2	2	0	2



PURPOSE

The District Clerk is a constitutional office created for the custodial care and management of all of the District Courts' legal records, filings, and indexes. This is accomplished by providing programs for the efficient and cost-effective management of the records for the District Courts of Collin County. The District Clerk is statutorily bound to retain records for minimum periods of time as set forth by the Texas State Library and Archives Commission.

MAJOR PROGRAMS**DOCUMENT PRESERVATION**

The District Clerk, as the custodian and manager of all District Court cases shall keep an index of the parties to all suits filed in the Courts. The District Clerk's office utilizes the Odyssey Case Management System to scan, capture, and manage the records for the District Courts of Collin County. Currently all new records filed in the District Clerk's office are scanned into the case management system, thus allowing for ease of access and viewing by the courts and the public. In addition, the District Clerk is bound by statutory requirements for records retention. The District Clerk follows the guidelines set forth by the Texas State Library and Archives Commission which require permanent retention of all case papers and trial dockets dated prior to 1950, and "case papers from any period that, because of notoriety or significance, might possess enduring value." Records preservation and restoration efforts are funded by the collection of statutorily required preservation fees added to specific types of cases filed in the District Clerk's office.

FY 2016 Goals & Objectives

- Capture and digitize documents for ease of use by the courts and the public.