



*Stacey Kemp
Collin County Clerk*

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Preservation, Restoration and Records Archive Five Year Plan

Fiscal Year 2016 – Fiscal Year 2020

FY 2019

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Preservation, Restoration and Records Archive-Five Year Plan FY 2016 – FY 2020

Plan Summary

The purpose of this document is to define the restoration and preservation plans of the County Clerk's Office for a period of (5) fiscal years which includes 2016 through 2020. The scope of work is ongoing in order 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 and is the intent of Texas Local Government Code Section 118.011 (f) and 118.025, HB 1513-83(R). This document addresses the restoration and preservation needs of the County Clerk's records archive.

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 delegated 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 Archival Fee. The plan may be adopted by the Collin County Commissioners Court as approved by the Amendments to Texas Loc. Govt. Code 118.001 and Section 118.025 – Amendment 51.305 (b) as set by HB 1513 of the 83rd (R) Legislature. 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.

Overview

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 preserved. They will be destroyed in accordance with guidelines set by the Texas State Library and Archive Commission.

The projects' focus is to unbind, clean, humidify, de-acidify and encapsulate records in an archival polyester pocket, and rebind them in Disaster Safe County Binders which meet or exceed the NFPA Operating Practices ~6.12.2. All pages 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 files. 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 books and pages to be restored and preserved will adhere to all procurement statutes and/ or bidding processes.

Preservation Project 2009

The 2009 preservation project included 2066 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 to the books by the flooding that occurred in 2007.

Preservation Project 2013

The 2013 preservation project included 105 volumes of Commissioners' Court Minutes, 8 volumes of Indexes to Commissioners' Court Minutes, 64 volumes of Commissioners' Court Orders, 23 volumes of Indexes to Chattel Mortgages, 2 volumes of Probate Criminal Minutes County Court and 6 volumes of Survey Records.

Previously, deed records from February 14, 1974 through end of December 1984 were indexed. Only the images were loaded to match the existing index.

Indexing and verifying from January 1, 1963 through end of January 1973 for deed records has been completed. All deed record books' images and indexes dating from 1846 to present have been imaged and are available for public access in the County Clerk's Historical database.

Preservation Project 2015

The 2015 preservation project included 20 volumes of Commissioners' Court Orders, 4 volumes of Criminal Minutes, 28 volumes of Criminal and Probate Docket Transfers, and 65 volumes Probate Birth Records. This project completed the restoration and preservation of all Commissioners' Court records.

Preservation Project 2017

The 2017 preservation project included Chattel Mortgage records consisting of 36 volumes dating 1904 through 1961. These records have been cleaned, de-acidified and encapsulated in non-transferrable, non-acidic clear pockets. The records were captured as separate images and indexed for loading into the County Clerk's Land Records database. Images were also preserved as microfilm and stored for permanent retention (L.G.C. §203.002).

Preservation Project 2018

The 2018 preservation project will begin with historical birth records dating from 1869. These records will be cleaned, repaired where needed, de-acidified and placed in archival clear pockets. The records will be digitally imaged and indexed to ensure permanent retention.

County Clerk Records to be Restored and Preserved

As the official custodian of record, it is the intention of the County Clerk to preserve all remaining records. The following is a comprehensive list of the County Clerk's records and indexes that will be included in the future preservation projects. These records are listed by functional area.

Vital Statistics

Historic Birth Records—215 Volumes; 124,939 Pages—1869 – 1997

Delayed Birth Records—116 Volumes; 93,750 Pages—1941 – 1944

Death Records—78 Volumes; 50,000 Pages—1929 – 1997

Marriage Records—67 Volumes; 67,000 Pages—1976 - 1991

Marriage Records General Index—4 Volumes; 1,259 Pages

Real Property (Land Recordings)

Chattel Mortgage Register—24 Volumes; 15,360 Pages—1904 – 1914
Condominium Records—7 Volumes; 4,371 Pages—1973 – 1989
Judgment Records—53 Volumes; 47,990 Pages—1879 – 1991
Judgment Records Index—4 Volumes; 1,170 Pages
Judgment Records General Index—3 Volumes; 1,200 Pages
Judgment Records Historical Index—1 Volume; 27 Pages
Attachment Liens—1 Volume; 150 Pages—1983 – 1990
Bond Pay Lien—11 Volumes; 12,194 Pages—1974 – 1991
Mechanics Lien—72 Volumes; 62,184 Pages—1893 – 1983
State Tax Lien—16 Volumes; 15,262 Pages—1967 – 1991
Deed of Trust—491 Volumes; 445,400 Pages—1925 – 1979
Land Records—760 Volumes; 1,463,000 Pages—1985 – 1992
Grantor Indexes—54 Volumes; 54,000 Pages—1989 – 1991
Grantee Indexes—49 Volumes; 49,000 Pages—1989 – 1991

Probate

(Records Dating 1968 - 1981)

CCL Misdemeanor Records—3 Volumes; 2,917
Clerk's File Docket—5 Volumes; 1,500 Pages
Miscellaneous Docket—5 volumes; 5,820 Pages
Probate Claim Docket—2 Volumes; 800 Pages
Probate Criminal Minutes, County Court—2 Volumes; 1,530 Pages
Transfer Docket, Civil and Jury Cases—2 Volumes; 1,128 Pages

Probate Fee Book—42 Volumes; 26,290 Pages—1901 – 2008
Probate Minutes—249 Volumes; 219,455 Pages—1946 – 1991
Probate Case Files—169 Boxes; 540,800 Pages—1846 – 1920
Probate Case Files—360 Boxes; 1,152,000 Pages—1921 – 1990
Probate Case Files—440 Boxes; 1,408,000 Pages—1991 – 2013

County Courts at Law

Civil Case Files—42 Boxes; 134,400 Pages—1861 – 1920
Civil Case Files—218 Boxes; 687,600 Pages—1920 – 1990
Civil Case Files—1,222 Boxes; 3,910,400 Pages—1991 – 2009
Civil Docket Transfers—2 Volumes; 962 Pages
Civil Minutes—26 Volumes; 24,880 Pages—1976 – 1993
Civil Minutes Index—246 Pages—1976 – 1993

Criminal Case Files—2,816 Boxes; 9,011,200 Pages—1968 – 2009
Criminal Docket Transfer—1 Volume; 692 Pages—1964 – 1966
Criminal Docket Disposed—3 Volumes; 2,193 Pages—1902 – 1960
Criminal Minutes—86 Volumes; 85,539 Pages—1976 – 1992
Criminal Minutes Index—2 Volumes; 2,000

Miscellaneous Records

Assumed Name Register—7 Volumes; 3,424 Pages—1973 - 1987
Assumed Name Index—1 Volume; 187 Pages
Bill of Sale—3 Volumes; 1,431 Pages—1973 – 1985
Debtor Finance Statement Index—3 Volumes; 1,135 Pages—1981 – 1989
Embalmers, Optometry, Dentist Records—1 Volume; 279 Pages—1974 – 1992
Hospital Lien—3 Volumes; 2,350 Pages—1981 – 1991
Les Pendens—9 Volumes; 4,070 Pages—1908 – 1991

Miscellaneous Records Continued

Miscellaneous—2 Volumes; 1,163 Pages
Official Bonds—5 Volumes; 3,525 Pages—1976 – 1990
Polygraph Examiners Index—1 Volume; 8 Pages
Registered Nurses Record—1 Volume; 652 Pages—1972 – 1980
Water Permit Record—2 Volumes; 174 Pages—1973 – 1990