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*Collin County
District Clerk*



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Preservation, Restoration and Records Archive Plan

Fiscal Year 2013

COLLIN COUNTY DISTRICT CLERK

Andrea S. Thompson

FY2013 Preservation, Restoration and Records Archive Plan

Purpose:

The purpose of this document is to define the FY2013 plans for the restoration and preservation of records maintained by the Collin County District Clerk's Office. In general, the State Library and Archives Commission 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." It is the intent of the District Clerk to follow the guidelines set forth by the Texas State Library and Archives Commission as they relate to records in the District Clerk's office. This document addresses the restoration and preservation needs of the Collin County District Clerk's records archive only, no other departments are addressed.

Funding:

Records preservation and restoration efforts are funded by the collection of fees added to specific types of cases filed in the District Clerk's Office as found in the Texas Local Government Code Sections 51.305 (District Court Records Technology Fee) and 51.317(b)4)(c) (Records Management Fee). The fee amounts are approved by the Collin County Commissioners' Court, and itemized as part of the County's annual budget. The funds generated from the collection of these fees are used, as mandated, for preservation and restoration services performed in connection with maintaining the District Court archives.

Plan:

The process to restore and preserve historically significant documents maintained by the Collin County District Clerk's office will be ongoing for many years to preserve documents and conduct restoration activities when necessary. Records with a short retention period will not be maintained; they will be digitized and destroyed in accordance with guidelines set by the Texas State Library and Archives Commission.

The restoration plan was begun in March 2011 through a competitive bid process and the successful bidder, AMCad, completed the restoration and preservation of 16 historical books. These restored historical treasures document Collin County history through District Court Civil Minutes dating from 1846 to 1905. In July 2012, the District Clerk went out for bid (RFP No. 04216-12) to continue the restoration and preservation of an additional 43 historically significant records books, including completion of the District Court Civil Minutes and Index books dating from 1905-1952 and Criminal Court Minutes and Index books dating from 1846-1960.

During FY2013, the successful bidder for this project, Kofile, Inc. will unbind, clean, repair, humidify, de-acidify, and encapsulate in a polyester pocket and rebind each of the documents in Disaster Safe Binders which have a life expectancy exceeding 300 years. In addition, all document sheets will be digitally scanned and captured in 300 dpi color and formatted in Group IV bi-tonal images in a standard TIFF format. Completion of this project in FY2013, combined with

the previous efforts, will result in a total of 59 books being professionally preserved and restored for use by generations to come.

Documents Scheduled for Preservation and Restoration in FY2013:

- Civil District Court Minutes – Year 1905-1907, Volume Q
- Civil District Court Minutes – Year 1909-1911, Volume R
- Civil District Court Minutes – Year 1909-1911, Volume S
- Civil District Court Minutes – Year 1911-1913, Volume T
- Order Book – Year 1856-1861
- Probate Docket District Court – Year 1859-1885
- Naturalization Record – Year 1893-1905, Volume 1
- Civil Index – Year 1800's, Volume 1
- Index to Civil District Court Minutes – Year 1874-1919, Volume 2
- Final Record – Year 1866-1873
- Civil Index Direct-Reverse – Year 1846-1894
- Index to Criminal Cases – Year 1846-1894, Volume 1
- Index to Criminal Cases – Year 1860's-1900's, Volume 1
- Index to Criminal Minutes – Year 1889-1906, Volume 2
- Civil District Court Minutes – Year 1913-1915, Volume U
- Civil District Court Minutes – Year 1915-1919, Volume V
- Civil District Court Minutes – Year 1919-1922, Volume W
- Civil District Court Minutes – Year 1922-1925, Volume X
- Civil District Court Minutes – Year 1925-1928, Volume Y
- Civil District Court Minutes – Year 1928-1931, Volume Z
- Civil District Court Minutes – Year 1931-1935, Volume A-1
- Civil District Court Minutes – Year 1935-1937, Volume B-1
- Civil District Court Minutes – Year 1937-1940, Volume C-1
- Civil District Court Minutes – Year 1940-1943, Volume D-1
- Civil District Court Minutes – Year 1943-1945, Volume E-1
- Civil District Court Minutes – Year 1945-1947, Volume F-1
- Civil District Court Minutes – Year 1947-1950, Volume G-1
- Civil District Court Minutes – Year 1950-1952, Volume H-1
- Criminal District Court Minutes – Year 1896-1906, Volume 2
- Criminal District Court Minutes – Year 1906-1913, Volume 3
- Criminal District Court Minutes – Year 1914-1919, Volume 4
- Criminal District Court Minutes – Year 1919-1929, Volume 6
- Criminal District Court Minutes – Year 1930-1965, Volume 7
- Criminal District Court Minutes – Year 1926-1927, Volume 7
- Criminal District Court Minutes – Year 1927-1929, Volume 8
- Criminal District Court Minutes – Year 1929-1931, Volume 9
- Criminal District Court Minutes – Year 1931-1936, Volume 10
- Criminal District Court Minutes – Year 1934-1940, Volume 11
- Criminal District Court Minutes – Year 1936-1958, Volume 12
- Criminal District Court Minutes – Year 1936-1960, Volume 12A
- Divorce Minutes – Year 1950-1963, Volume C1
- Suspended Sentence – Year 1916-1922, Volume 5
- Suspended Sentence – Year 1920-1931, Volume 6