



# **Stacey Kemp**

## **Collin County Clerk**



## **Preservation, Restoration and Records Archive Five Year Plan**

**Fiscal Year 2020 – Fiscal Year 2024**

**FY 2022**

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### **Preservation, Restoration and Records Archive-Five Year Plan FY 2020 – FY 2024**

#### **Plan Summary**

The purpose of this document is to define the restoration and preservation plans of the County Clerk's Office for the next five (5) fiscal years. 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 83<sup>rd</sup> (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 includes Chattel Mortgage records consisting of 36 volumes dating 1904 through 1961. These records were cleaned, de-acidified and encapsulated in non-transferrable, non-acidic clear pockets. The records were also captured as separate images and indexed for loading into the County Clerk's Land Records database. Images were burned to microfilm and stored for permanent retention (L.G.C. §203.002).

### **Preservation Project 2019 - 2020**

The 2019- 2020 preservation project included historic probate case files that date 1846 to 1975, birth records dating 1951 to 1997, delayed birth records dating 1941 to 1944, historic birth records dating 1869 to 1951, and still birth records dating 1951 to 1989. This project included cleaning, de-acidifying and repairing each page. The pages were inserted into non-transferrable, non-acidic archive quality pockets and placed in binders. All pages were scanned and captured as separate images and indexed as well as burned to microfilm and stored for permanent retention.

### **Preservation Project 2021 – 2022**

The 2021 – 2022 preservation project consists of death records dating 1929 to 1997, marriage records dating 1976 to 1991, marriage records general index dating 1981 to 1990 and record of livestock marks and brands dating 2001 to 2011. The project includes cleaning and de-acidifying each page and performing repair and restoration where needed. After preservation and imaging is complete, the records will be placed in archival binders. The records will be indexed, and imaged on microfilm and digital media for permanent retention. This project will complete the preservation of the vital statistics records.

## **Restoration and Preservation of Fragile Records**

The 2021 – 2022 preservation project also includes 23 volumes of historic record books that are in fragile condition and will require special restoration and preservation services. These books include probate and guardianship records that date 1858 to 1973 and chattel mortgages that date 1909 to 1910. Each page will be carefully cleaned and restored. After the records are cleaned, repaired and restored they will be placed in archive quality clear pockets and placed in archival binders. These records will be digitally imaged and saved to both microfilm and digital media for availability to the public and 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**

Death Records—78 Volumes; 41,859 Pages—1929 – 1997 (in progress)  
Marriage Records—67 Volumes; 66,558 Pages—1976 – 1991 (in progress)  
Marriage Records General Index—4 Volumes; 1,258 Pages (in progress)  
Record of Marks and Brands – 1 Volume; 244 Pages – 2001 – 2011 (in progress)

### **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—1942 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**

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  
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—626 Boxes; 971,748 Pages—1991 – 2016

## **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 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  
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—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

### **Historic Records/Fragile Condition (Restoration in Progress)**

Judges Probate Docket – 4 Volumes; 1,047 Pages – 1892 – 1909  
Probate Fee Books – 2 Volumes; 531 Pages – 1878 – 1922  
Probate Estates – 1 Volume; 359 Pages – 1858 – 1870  
Probate Claim Docket – 1 Volume; 289 Pages – 1870 – 1911  
Probate File Docket – 2 Volumes; 245 Pages – 1916 – 1935  
Probate Docket – 4 Volumes; 844 Pages – 1878 – 1896  
Probate Criminal Minutes – 1 Volume; 480 Pages – 1898 – 1965  
Probate Docket Transfer – 1 Volume; 171 Pages – 1923 - 1964  
Index to Probate Minutes – 1 Volume; 482 Pages – 1858 – 1894  
Estate of Deceased Probate Cases – 1 Volume; 590 pages – 1914 – 1953  
Estate of Deceased Probate Case Index – 1 Volume; 97 Pages  
Guardianship Docket – 1 Volume; 244 Pages – 1921 -1973  
Guardianship Docket Index – 1 Volume; 31 Pages  
General Index to Abstract of Judgment – 1 Volume; 339 Pages  
Chattel Mortgage – 1 Volume, 684 Pages