

**STACEY KEMP**  
**COLLIN COUNTY CLERK**



**Preservation, Restoration  
and Records Archive Plan  
FY 2024**

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## **Collin County Clerk**

### **Preservation, Restoration and Records Archive**

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#### **Plan Summary**

The purpose of this document is to define the restoration and preservation plans of the County Clerk's Office. 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.

## **Preservation History**

The County Clerk's preservation projects began in 2009 and included 2066 volumes of deed records, 131 volumes of deed of trust and indices, 94 volumes of probate minutes and indices, 29 volumes of birth records and indices, 10 volumes of death records and indices, 41 volumes of marriage records and indices, 28 volumes of military discharges, and 820 miscellaneous books. These books were preserved first due to the severity of damage to the books by the flooding that occurred in 2007.

The 2013 preservation project included 105 volumes of Commissioners Court Minutes, 8 volumes of Indices to Commissioners Court Minutes, 64 volumes of Commissioners Court Orders, 23 volumes of Indices to Chattel Mortgages, 2 volumes of Probate Criminal Minutes County Court and 6 volumes of Survey Records. Deed records dating from January 1, 1963 through end of January 1973 were indexed and verified. All deed record book images and indices dating from 1846 were imaged and made available for public access in the County Clerk's Historical database.

In 2015, 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 were restored and preserved. This project completed the restoration and preservation of all Commissioners Court records.

In 2017 preservation included Chattel Mortgage records consisting of 36 volumes dating 1904 through 1961. 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).

The 2019- 2020 preservation project consisted of historic probate case files dating 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.

The 2021 – 2022 preservation project consisted of death records, marriage records, marriage records general index and record of livestock marks and brands. The project included cleaning and de-acidifying each page and performing repair and restoration where needed. After preservation and imaging was complete, the records were placed in archival binders. The records were indexed, and imaged on microfilm and digital media for permanent retention. This project completed the preservation of the vital statistics records.

The first phase of the 2023 preservation project consists of historic school census records that date from 1941 through 1969. The records will be repaired and restored where needed, cleaned, de-acidified and placed in archival coroplast boxes for permanent retention. The records will also be digitally imaged for microfilm and indexed for easy retrieval.

The second phase of the 2023 preservation project consists of civil case files dating 1854 – 1950. The records will be cleaned, de-acidified, repaired where necessary, digitally imaged, encapsulated in archival polyester pockets and placed in Heritage Recorder binders for permanent retention.

### **Future Preservation**

A detailed inventory is being conducted of all books, boxes and files of physical records both preserved and unpreserved. When the inventory is complete, it will be entered in the Records Management database for a more accurate and efficient tracking method.

Future preservation projects will include real property records, probate docket records, civil case files and criminal case files.

It is the intent of the County Clerk to preserve all remaining records and indices for permanent retention. Future preservation projects will be presented for approval by Commissioners Court.