

POLK COUNTY

FY 2020 Plan

PLAN FOR FUNDING THE PRESERVATION AND RESTORATION OF THE POLK COUNTY CLERK'S RECORDS ARCHIVE

PURPOSE:

The purpose of this plan is to set forth in writing the County Clerk's annual plan for the preservation and restoration of the County Clerk's archives. The plan is designed to comply specifically with the requirements and in the intent of Texas Local Government Code Section 118.011 and 118.025 –SB1685.

RESPONSIBILITY:

The responsibility for implementing the preservation and restoration of records maintained by the County Clerk Office will be the County Clerk and the delegated employees selected to assist the County Clerk. Final decisions regarding the funding and expenditures of the plan shall be made by the County Clerk with Commissioner Courts approval.

PLAN FOR ARCHIVAL FEE:

The Polk County Clerk's office has already begun surveying historical records that are in need of restoration and preservation and could be positively impacted by the Archival plan. A lengthy inventory of the County clerk's records will be identified to determine the books (records) most in need of physical restoration. The County Clerk's office will research the best practices found in the State of Texas Counties as well as other Counties in the United States. These findings will help utilize a final draft for the County Clerk's **Archival Preservation Project (APP)**. Many of the documents identified are in danger of being lost or illegible if these preservation techniques are not completed.

PLAN FOR FY 2020:

The Polk County Clerk's office would like to continue the collection of the records archive fee. The preservation and restoration of the County Clerk Records may be conducted in several stages. **(These final stages and processes will be approved with the findings of the County clerk's best practices)**

Stages

- Phase 1 Physical Restoration of oldest books and records.
- Phase 2 Imaging and indexing of oldest records.
- Phase 3 Digital backup of oldest documents.

Types of Records

- Deed Records
- Plat Records
- Deed of Trust
- Marriage Records
- Birth Certificates
- Death Certificates
- Criminal Records
- Civil Records

Based on our understanding, many of these projects are costly and time consuming. Setting forth this initial plan is a pro-active stance in saving these permanent records.

Techniques:

The intent of the Polk County Clerk's Office in starting the implementation of records preservation and archiving is to provide better public access to public records as well as preserve the private records as necessary by law. The use of records restoration, de-acidification, scanning, microfilming, indexing, digitizing, and photocopying may all be methods to preserve the records archive. Newer methods of preservation and restoration will be utilized as they become available and are proven reliable and cost effective.

Multiple and varying methods of preservation may be utilized on a single group of records depending on the condition of the documents and the greatest care and most thorough methods will be employed to preserve ancient records which cannot be replaced.

It is intended for all preservation and restoration work to be done in the most cost-effective and practical location. Polk County will have the right to make periodic visits, scheduled and un-scheduled, to the location where the records are being restored. Unsatisfactory conditions or methods will result in all work being suspended until procedures and techniques satisfactory to the County Clerk's office are implemented and adhered to.

Funding:

This plan will be funded by revenue generated by the Archival fee collected. This plan may be adopted by the Polk County Commissioners Court by amendments to Texas Loc. Govt. Code 118.001 and sec. 118.025 –amendment 51.305 as set by SB 1731 of the 78th Legislature Session. The County Clerk will apply a \$10 archival fee to the appropriate filings set forth in the law. These fees will start to generate the needed funds to complete these Archival Preservation Projects.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Polk County Commissioners court approves and authorizes the implementation of the Polk County Clerk's FY2020 Records Archive Plan, effective _____.

Approved in Court, this _____ day of _____ 2019.

County Judge

Commissioner, Precinct 1

Commissioner, Precinct 2

Commissioner, Precinct 3

Commissioner, Precinct 4

Recommended by: _____
County Clerk