



**Donna M. Williams
Uvalde County Clerk
2023-2024**

**Preservation and Restoration
Records Archive Plan**

Uvalde County Clerk's Preservation and Restoration Records Plan

The County Clerk's Records Archive Fund, outlined in section §118.025 of the Texas Local Government Code, states that the fee for "Records Archive" under Section §118.011 (f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive. The \$10 Records Archive Fee is separate from the \$10 Records Management and Preservation Fee. This section states that the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive and this document serves as the written plan for both of these funds.

Records preservation and restoration efforts are funded by revenue generated by the Clerk's Archival Fee. The plan may be adopted by the Commissioners Court in compliance with Local Government Code Section § 118.025 and is itemized as part of the County's annual budget process. The maximum allowable fee amount is established by the Texas Local Government Code Section § 118.011(f) and requires approval by the Commissioners Court. This fee must be paid at the time a person, excluding a state agency, presents a public document to the County Clerk for filing or recording.

The funds generated from the collection of this fee are expended only for the preservation and restoration services performed by the County Clerk in connection with maintaining a county clerk records archive on public documents. Funds not used in a fiscal year will carry over to the next fiscal year for expenditures as listed in the annual archival plan. The Uvalde County Clerk's Office seeks to continue to preserve and restore all of the public records as defined by Texas Local Government Code Section § 118.025, Subchapter B, Fees of County Clerk other than Court Fees. The documents include, but are not limited to the following:

Marriage Records

Birth Records

Death Records

Military Discharge-DD-214

Official Public Records

Deeds

Subdivision Maps

Registered Cattle Brands

Assumed Names Certificates

Criminal Court Records

Civil Court Records

Juvenile Court Records

Probate Court Records

Commissioners Court Records

Commissioners Court Minutes

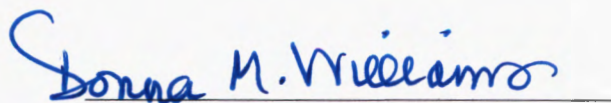
The primary goals of this office are to utilize these funds to:

- Provide and maintain systems for managing the receiving, filing, storage, retrieval, and public access of records in the County Clerk's Office. This includes projects to acquire, implement, manage, update, and replace systems that handle paper, microfilm, and electronic records.
- Improve public access to County Clerk records. This enhances the public's ability to locate the records they are seeking by building advanced databases and improving internet access to information.
- Provide appropriate physical and electronic storage site with the ability to retrieve information as needed, including maintaining physical storage sites for paper, microfilm, and electronic medium as well as electronic storage of data and back-up systems.
- Reduce the use of paper documents filed in our recording in Civil, Probate and Misdemeanor Cases. This is accomplished by improving our ability to electronically accept newly filed documents and convert existing paper and microfilm records into electronic records.
- Digitize existing Uvalde County Clerk records. Digitizing paper and microfilm records increases protection of documents from disaster and dramatically increases the ability to track and locate documents, provides a clear and legible image of documents, and greatly improves efficiency for the retrieval of documents by the public.
- Make certain that appropriate disaster recovery procedures are in place to prevent the loss of these records in the event of a disaster.
- Apply special handling and preservation methods to documents of significant historic value. Modern preservation techniques should be applied to paper documents that merit special handling and consideration, such as records dated prior to January 1, 1951 as far back as 1856.
- Support/supplement personnel necessary to achieve these goals. The amount requested to fulfill this duty will not exceed \$60,000 annually, as determined by the Clerk, and will be paid solely from Records Management and Archival funds. This allotment allows for salary supplements, training, space, and equipment for those individuals charged with managing and preserving such important Uvalde County records, and is separate from the amount budgeted for overtime pay. Each year, the requested amount will be brought before Commissioners Court for approval, as part of the Preservation and Restoration Record Archive Plan.

The office of the Uvalde County Clerk is committed to provide access, security, preservation and the recovery of data in the event of an emergency or disaster and to provide access to the historically significant records of Uvalde County. The Uvalde County Clerk requests the Commissioners Court approve and accept this archival plan as presented.

Thank you for your time and consideration.

Respectfully,



Donna M. Williams
Uvalde County Clerk

10/1/23

Effective Date