



# Travis County Commissioners Court Agenda Request

**Meeting Date:** August 21, 2012

**Prepared By/Phone Number:** Susan Bell/49587 and Denise Bell 4/3997

**Elected/Appointed Official/Dept. Head:** Dana DeBeauvoir/Travis County Clerk

**Commissioners Court Sponsor:** Judge Sam Biscoe

## **AGENDA LANGUAGE:**

Consider and take appropriate action to approve the annual written plans for the 0108 (028) Records Management Preservation Fund and 0129 (057) County Clerk's Records Archival Fund.

## **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached

## **STAFF RECOMMENDATIONS:**

## **ISSUES AND OPPORTUNITIES:**

## **FISCAL IMPACT AND SOURCE OF FUNDING:**

## **REQUIRED AUTHORIZATIONS:**

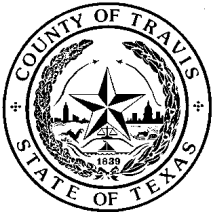
John Hille, County Attorney 49415

For information purposes:

Alan Miller, Planning and Budget 49726

Steven Broberg, RMCR 49575

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



## Travis County Clerk Dana DeBeauvoir

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### **FY13 Plan for Use of the County Clerk's Records Management and Preservation Fund and Records Archive Fund**

***The Records Management and Preservation Fund***, outlined in Section 118.0216 of the Texas Local Government Code, is for, "the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk." This section also states, "the county clerk shall prepare an annual written plan for funding the automation projects and records management and preservation services performed by the clerk."

***The County Clerk's Records Archive Fund***, outlined in 118.025 of the 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." This section states, "the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive."

This document serves as the written plan for both of these funds.

#### **Long Term Plan for the Use of these Funds**

The Travis County Clerk's library of permanent real property records dates prior to 1836 and contains over 30,000,000 pages of documents. There are three important categories of these documents:

April 1999 – present	Documents are electronically imaged and have a computerized index.
1987 – 1999	Documents are microfilmed and have a computerized index.
1836 – 1987	Documents are microfilmed and have microfilmed copies of handwritten indexes.

Our primary goals are to use these funds to:

- **Provide computerized indexes for all real property records filed prior to 1990**  
Computerizing indexes is a priority since index records prior to 1987 exist as microfilmed copies of handwritten indexes. In addition to the indexes being inefficient to research, handwriting styles and poor microfilm images can sometimes make reading the indexes difficult. New technology now allows inexpensive, highly accurate creation of indexes. Previously, this task was tedious, expensive, and often contracted overseas with risks of transport.
- **Make certain that appropriate disaster recovery and business resumption systems are in place**  
Ensuring that a detailed structure is in place to prevent loss of these records in the event of a disaster is directly associated with protecting the archive and therefore, related to the primary intent of this legislation.
- **Digitize County Clerk records and redact personal identifiers**  
Digitizing records increases protection of documents from disaster, dramatically increases the ability to track and locate documents, provides a clearer more readable image of documents, and greatly improves efficiency for the retrieval of documents by the public. To help reduce the risk of identity theft, personal identifiers are being removed from images before they are presented for public view

on the Internet. Additional redaction measures may need to be taken depending on actions from the legislature and Attorney General.

- **Ensure that appropriate electronic storage and retrieval systems are in place to protect the records**  
Maintaining these millions of images will require a large-scale electronic storage system. A system for maintaining a replicated copy of this database is needed to minimize risk. It will also help to ensure that Internet access to the records will not be occurring on the same system as the storage/main production database.
- **Implement a system for securing, inventorying, tracking, and retrieving paper records filed with the Clerk**  
This project is particularly important for protecting and tracking the location of court documents filed with the County Clerk’s Office. This automated inventory check-in/check-out process allows these documents to be viewed by the necessary parties while minimizing the risk of being lost or stolen. It also coordinates the inventories of onsite and offsite records storage areas.
- **Apply special preservation methods to documents of significant historic value**  
Modern preservation techniques should be applied to paper documents that merit special consideration, such as Sam Houston’s will.

**FY13 PLAN FOR THE USE OF THE 028 RECORDS MANAGEMENT FUND**

<b>Personnel</b>	<b>\$695,900</b>
Changes include an increase in personnel costs due to market salary survey result (\$13,151); increase in benefit changes (\$6,743).	
<b>Office Equipment and Supplies</b>	<b>\$55,000</b>
<b>Maintenance Agreements</b>	<b>\$195,000</b>
<b>Training and Seminars</b>	<b>\$15,000</b>
<b>Computer Equipment Purchases</b>	<b>\$127,000</b>
This includes upgrade for backup system server (\$6,000), replacement for servers primarily associated with the real property indexing and imaging system (\$106,000), and software purchase and upgrades (\$15,000).	
<b>Estimated Reserves</b>	<b>\$439,791</b>
Any unused funds will be classified as allocated reserves. These funds may be used for items such as additional temporary personnel resources, equipment, or professional services necessary for records management projects; replacement computer equipment; or a supplement to salaries following actions such as performance based pay increases, reclassifications, or pay adjustments.	
<b>TOTAL</b>	<b>\$1,527,691</b>

**FY13 PLAN FOR THE USE OF THE 057 RECORDS ARCHIVE FUND**

<b>Personnel</b>	<b>\$295,518</b>
Changes include an increase in personnel costs due to market salary survey result (\$1,740); increase in benefit changes (\$3,771), and a reduction because of a transfer of Slot 139; Customer Support Analyst I, to the General Fund (\$63,389).	

<b>Contribution to the Office of Travis County Records Management and Communication</b>	<b>\$230,268</b>
<p>These costs cover expenses related to off site storage and the salary of an imaging production technician.</p>	
<b>Digitizing and Indexing Permanent Library of Real Property Records and Criminal Minutes</b>	<b>\$660,000</b>
<p>This is the continuation of the project to convert microfilm to digital images and create computer indexes for each image for all real property documents recorded between 1836 and 1987. This project has expanded to include the redaction of personal identifiers from internet images. We are also working to digitize microfilm copies of criminal minutes to increase retrieval capabilities and improve expunction procedures.</p>	
<b>Ongoing Transfer to General Fund for Personnel Costs</b>	<b>\$7,702</b>
<b>Estimated Reserves</b>	<b>\$189,241</b>
<p>Any unused funds will be classified as allocated reserves. These funds may be used for items such as additional temporary personnel resources, equipment, or professional services necessary for records management projects; replacement computer equipment; or a supplement to salaries following actions such as performance based pay increases, reclassifications, or pay adjustments.</p>	
<b>TOTAL</b>	<b>\$1,382,729</b>

*For more information, please contact the Travis County Clerk's Office at (512) 854-9188.*