



Travis County Commissioners Court Agenda Request

Meeting Date: August 20, 2013

Prepared By/Phone Number: Susan Bell 49587

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

Commissioners Court Sponsor: Judge Sam Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action to approve the annual written plan for the 0108 Records Management Preservation Fund and 0129 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 pdf to the County Judge's office agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



Dana DeBeauvoir
Travis County Clerk

PO Box 149325, Austin TX 78714-9325
Phone: (512) 854-9188 Fax: (512) 854-3942
<http://www.co.travis.tx.us>

**Recording, Elections, Computer Resources,
Accounting, and Administration Divisions**
5501 Airport Boulevard, Austin, Texas 78751-1410

**Misdemeanor Records, Civil/Probate,
and Records Management Divisions**
1000 Guadalupe, Austin, Texas 78701-2328

FY14 Plan for Use of the County Clerk's Records Management and Preservation Fund 0108 and Records Archive Fund 0129

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 and maintain systems for managing the receiving, filing, storage, retrieval, and public access of records in the 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 sites for libraries with the ability to retrieve information as needed**
This includes 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, Civil/Probate, and Misdemeanor Divisions**
This is accomplished by improving our ability to electronically accept newly filed documents and convert existing paper and microfilm records to electronic records.
 - **Remove personal identifiers from documents before they are made available on the internet**
Redaction of certain personal information such as Social Security and bank account numbers is done to help protect individuals from identity theft.
 - **Digitize existing County Clerk records and redact personal identifiers**
Digitizing paper and microfilm 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.
 - **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.
 - **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.
 - **Support personnel necessary to support these goals.**
This allows us to provide salaries, benefits, training, space, and equipment for individuals charged with managing these priorities.
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FY14 PLAN FOR THE USE OF THE 0108 RECORDS MANAGEMENT FUND

Personnel	\$ 698,259
Office Equipment and Supplies	59,298
Maintenance Agreements	195,000
Training and Seminars	15,000
Computer Equipment Purchases	52,570
Facility Changes	140,148
<p>These changes will provide work space for employees performing records management activities and secured areas for storing equipment and supplies associated with records management activities.</p>	
Estimated Reserves	1,115,235
<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>	
TOTAL	\$2,275,510

FY14 PLAN FOR THE USE OF THE 0129 RECORDS ARCHIVE FUND

Personnel	\$ 288,565
Contribution to the Office of Travis County Records Management and Communication	230,268
<p>These costs cover expenses related to offsite storage and the salary of an imaging production technician.</p>	
Digitizing and Indexing Permanent Library of Real Property Records and Criminal Minutes	309,897
<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>	
Ongoing Transfer to General Fund for Personnel Costs	7,702
Estimated Reserves	1,296,019
<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>	
TOTAL	\$2,132,451

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