



## Travis County Commissioners Court Agenda Request

**Meeting Date:** September 2, 2014

**Prepared By/Phone Number:** Michelle Brinkman (854-9737)

**Elected/Appointed Official/Dept. Head:** Amalia Rodriguez-Mendoza

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### **AGENDA LANGUAGE:**

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING TRAVIS COUNTY DISTRICT CLERK'S PROPOSED RECORDS MANAGEMENT PLAN FOR FISCAL YEAR 2015:

- A. SETTING THE PUBLIC HEARING ON SEPTEMBER 23, 2014 FOR THE DISTRICT CLERK TO RECEIVE COMMENTS REGARDING THE FISCAL YEAR 2015 TRAVIS COUNTY DISTRICT CLERK'S RECORDS MANAGEMENT PLAN; AND
- B. PUBLISH THE APPROPRIATE NOTICE AS REQUIRED BY SECTION 51.305 OF THE TEXAS GOVERNMENT CODE.

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

The District Court Records Archive Fee and District Court Records Technology Fund are authorized in Texas Government Code 51.305(b) and 51.305(c), respectively. Section 51.305(d) requires the authorized fee to be used for "the preservation and restoration services of the district court records archive." This section states, "The district clerk shall prepare an annual written plan for funding the preservation and restoration of the district court's records archive. The district clerk is to prepare an annual written plan for use of this fund. The Commissioners Court is required to hold a public hearing on this plan and to publish notice of such hearing in a newspaper no later than 15 days prior to the hearing. Notice will be published on September 5<sup>th</sup> for a September 23<sup>rd</sup> hearing date.

### **STAFF RECOMMENDATIONS:**

To approve setting the public hearing and publication notice.

### **ISSUES AND OPPORTUNITIES:**

N/A

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

N/A

### **REQUIRED AUTHORIZATIONS:**

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

**MEMO INVOICE**

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**NOTICE OF PUBLIC HEARING** On September 23rd at 9:00 a.m., in the Travis County Commissioners Courtroom at 700 Lavaca Street Room 1.403, the Travis County Commissioners will receive public comment on the Travis County District Clerk's Court Records Archive Plan. This is the plan for Fiscal Year 2014/2015 for funding the preservation and restoration of the Travis County district court records archive. The funding comes from the district court records technology fund. To review a copy of the plan before the hearing, contact Michelle Brinkman of the Travis County District Clerk's Office at 512-854-9737.

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