Travis County Commissioners Court Agenda Request

Meeting Date: September 16, 2014
Prepared By/Phone Number: Susan Bell 49587
Elected/Appointed Official/Dept. Head: Dana DeBeauvoir, County Clerk
Commissioners Court Sponsor: Judge Sam Biscoe

AGENDA LANGUAGE:

Receive comments regarding the annual written plans for the 0108 Records Management Preservation Fund and 0129 County Clerk's Records Archival Fund

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The County Court Records Archival Fee and County Clerk Records Management Fee are authorized in Texas Local Government Code 118.0216 and 118.025, respectively. The County Clerk 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. The Notice was published on Sunday, August 17, 2014, in the Austin Statesman for a September 16, 2014 hearing date.

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

DeBeauvoir *Travis County Clerk*
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FY15 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.

FY15 PLAN FOR THE USE OF THE 0108 RECORDS MANAGEMENT FUND

Personnel	**$ 776,736**
Office Equipment and Supplies	**194,480**
Maintenance Agreements	**205,000**
Training and Seminars	**70,000**
Computer Equipment Purchases	**52,570**
Recording Software Replacement	**800,000**
Facility Changes	**140,148**
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.	
Estimated Reserves	**1,382,114**
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.	
TOTAL	**$3,621,048**

FY15 PLAN FOR THE USE OF THE 0129 RECORDS ARCHIVE FUND

Personnel	**$ 296,856**
Contribution to the Office of Travis County Records Management and Communication These costs cover expenses related to offsite storage and the salary of an imaging production technician.	**370,523**
Digitizing and Indexing Permanent Library of Real Property Records and Criminal Minutes 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.	**310,973**
Ongoing Transfer to General Fund for Personnel Costs	**7,702**
Computer Equipment	**90,000**
Estimated Reserves 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.	**2,819,147**
TOTAL	**$3,895,201**

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