

PERMANENT RECORDS

After reducing and/or reproducing these records, the District Clerk plans to utilize the space for the growing number of cases occurring daily. The extra space will allow better access to the records by the public.

- SECTION THREE: FUTURE PLANS

Continue to collect the \$10.00 for record management

Have more files, documents and records restored by Kofile

District Clerk Deputies will continue to scan old files into our case management system

Check on the price to scan the older files into case management by a company

Look into the cost of a new microfilm scanner, computer, and printer

PUBLIC AND GOVERNMENTAL ACCESS

It is the intent of the District Clerk's Office to make public records accessible on the computer, by index, at a future date. This will allow faster access to District Court records.

The District Clerk's records management fees are charged upon the filing of a new court case or request for affirmative relief in an existing case; these filing types are a small percentage of district court cases comprised of Attorney General IV-D child support cases that are exempted from paying this fee, the revenue that will be generated is a mere fraction of what is annually required to perform the District Clerk's records management functions.

The funds accruing in this account are designated for the archiving of the District Court records and are being maintained for that purpose.



Karen Berry, District Clerk, Milam County, Texas

2022 Archive Fee

The purpose of this public hearing is to define the restoration and preservation of records belonging to the District Clerk's Office. Archive is a collection of historical documents or records filed with the Clerk. District Clerk's Office looks at restoring, reducing deterioration and improving the public access to these documents in a manner that reduces the risk of deterioration and possible reducing or eliminating paper documents. Everything will be paperless one day, but until then we will have to restore files. And there are many from beginning of time. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commissioner.

Milam County District Clerk collects \$10.00 for the archive fee on filing of a new court case or request for affirmative relief in an existing case. The fee is designated for the archiving of the District Court records and being maintained for that purpose. This is a small fraction of what is annually required to perform the records management functions. The Records prior to 1951 are considered historical and we cannot get rid of them or any files. There are many files, documents, and records to be restored. There have been some of the records restored though the years but have many more to do. Our files are stored on 3rd floor of courthouse, in basement of courthouse, and at the old jail. \$2,355.00 has been collected from Archive Fees as of July 31 for this year 2020. Need to get with Danica about total amount District Clerk has form the archive fee.

Plans

Continue to collect the \$10.00 for record management
Have more files, documents and records restored by Kofile
District Clerk Deputies will continue to scan old files into our case management system
Check on the price to scan the older files into case management by a company
Look into the cost of a new microfilm scanner, computer, and printer



Milam County- County Clerk
Records Archive Fee
Plan Year 2022

Background (Statutory History)

- Records Archive Fee – Per Local Government Code: Section 118.011(f)(1), the county clerk of a county shall, if the commissioners court of the county adopts the fee as part of the county’s annual budget, collect the fee from any person filing a document. The fee cannot exceed \$10. Local Government Code: Section 118.025 describes the scope of the County Clerk’s Records Archive Fee.
- ***Effective September 1, 2019, the maximum allowable archive fee will be permanent. It was scheduled to be reduced to a maximum \$5 fee on 9/1/19, but SB 658 of the 86th TX Legislature made the current \$10 maximum allowable amount a permanent figure.***

Bill Overview

- ***Began*** on the **2011** Annual Budget. The fee must be set and itemized in the County's budget as part of the budget preparation process annually.
- The \$10.00 fees are assessed on any instrument, document, paper or other record that the County Clerk is authorized to accept for filing or recording (deeds or official public records, assumed names, marriage licenses, civil, probate case filings).
- Changes to the plan must be approved by Commissioners' Court.

Purpose

Official Milam County records are computerized and automated in electronic format back to **1982** for some records. The County Clerk's office is progressive in the preservation of current records, utilizing the original Records Management Fee, as well as the Records Archive Fee in order to preserve and enhance the integrity of the existing system for recording and preserving public documents; the County Clerk seeks to preserve existing original records by restoring or re-creating old volumes, digitizing older microfilm and paper records, re-indexing old handwritten and typed index books and converting all older media into electronic format and importing this newly created data into the existing computer system.

The overall goal and vision of the County Clerk's office is to:

To have all records in a digital format



Milam County- County Clerk
Records Archive Fee
Plan Year 2022

Modernize and upgrade old record systems in the office.

- Continue to add records and information to our existing computer system.
- Eliminate or reduce manual lookups and searches.
- Expedite record searching by having more records available for electronic retrieval.
- Provide public information to the citizens of the County via the Intra/Internet.
- Continue to eliminate the need for paper records.
- Preserving original records by reducing daily usage.
- Purchasing fireproof/waterproof file cabinets for storage.
- Purchasing a Plotter/Scanner for oversized Plat.

Length of Project

The restoration and archiving of records is an ongoing project and the length of completion is unknown.

Additional Provisionⁱ

Any other project that may arise concerning the restoration, preservation or archival of records in the Milam County Clerk records during the 2022 budget year.



Milam County- County Clerk
Records Archive Fee
Plan Year 2022

Summary

The Legislature has provided a means to raise revenue for the records management and preservation of county property and vital records. This "user" fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in "phases" as money is accrued and deposited into a special revenue accounts. Any outsourcing and purchase of equipment will be done through standard purchasing processes. Approval of this plan will prevent the potential hazard and "disaster in waiting" as years and years of vital county property records remain unprotected and not adequately preserved.



Milam County- County Clerk
Records Archive Fee
Plan Year 2022

Projects in Progress

<u>Record Type</u>	<u>Description</u>	<u>Project Start Date</u>	<u>Completion Date</u>	<u>Cost</u>
Plats/Maps	Digitize, index, scan to Kofile/ Purchase a Plat Scanning machine	2022		Estimated Cost \$5,000-\$12,000
DD-214's	Digitize – Index, scan into Edotec	2020	2020	In House 15 Books 9,000 pages JN & HD- COVID 19
Land Records	Index & Scan Kofile	2020	2021	\$599,237.21
Case Managment	Index & Scan in Edotec	Pending		In House
Marriage License's	Scan into Kofile	9/1/2019		In House
Voter Cards	Index and Scan into Vista	9/1/2017		In House
Commissioner Court Resolutions & Ordinances	Vista Kofile	2020 In progress		In House
Applications for Ballot By Mail	Scanned in Vista	2020	Yearly	In House
Candidate Filings & Reports	Scanned in Vista	2020	2021	In House
School Census Shelving	Kofile	Pending 2022		In House New Annex
Vital Records Rockdale	Book Binders	2022		In progress
Preservation of 25 Historical Volumes	Kofile	2022		\$78,445.00