



**COMMISSIONERS COURT  
COMMUNICATION**

REFERENCE NUMBER 0

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DATE: 3/17/2020

**SUBJECT: APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN TARRANT COUNTY, D/B/A/ TARRANT COUNTY CLERK'S OFFICE AND THE CITY OF SOUTHLAKE TO ELECTRONICALLY TRANSMIT IMAGE AND TEXT DATA OF REAL PROPERTY RECORDS USING FILE TRANSFER PROTOCOL**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court approve the Memorandum of Understanding between Tarrant County, d/b/a Tarrant County Clerk's Office and the City of Southlake to transmit electronic images and text data of real property records using file transfer protocol and authorize the County Administrator to approve the contract.

**BACKGROUND:**

On February 3, 2004, the Commissioners Court, through Court Order #92063, approved a Memorandum of Understanding (MOU) governing the submission of electronic real property records to the County Clerk's Office by way of an electronic service provider.

On May 4, 2004, the Commissioners Court, through Court Order #92725, revised the technical specifications of the original MOU.

This MOU allows the City of Southlake to transmit real property records directly to the County Clerk's Office without using a third party electronic service provider. The Tarrant County Information Technology Department has established a secure server and has thoroughly tested this process.

The Criminal District Attorney's Office has approved this MOU as to form.

**FISCAL IMPACT:**

There is no fiscal impact with this MOU as the filing fees will remain the same.

SUBMITTED BY: County Clerk

PREPARED BY: Michelle Moore  
APPROVED BY: