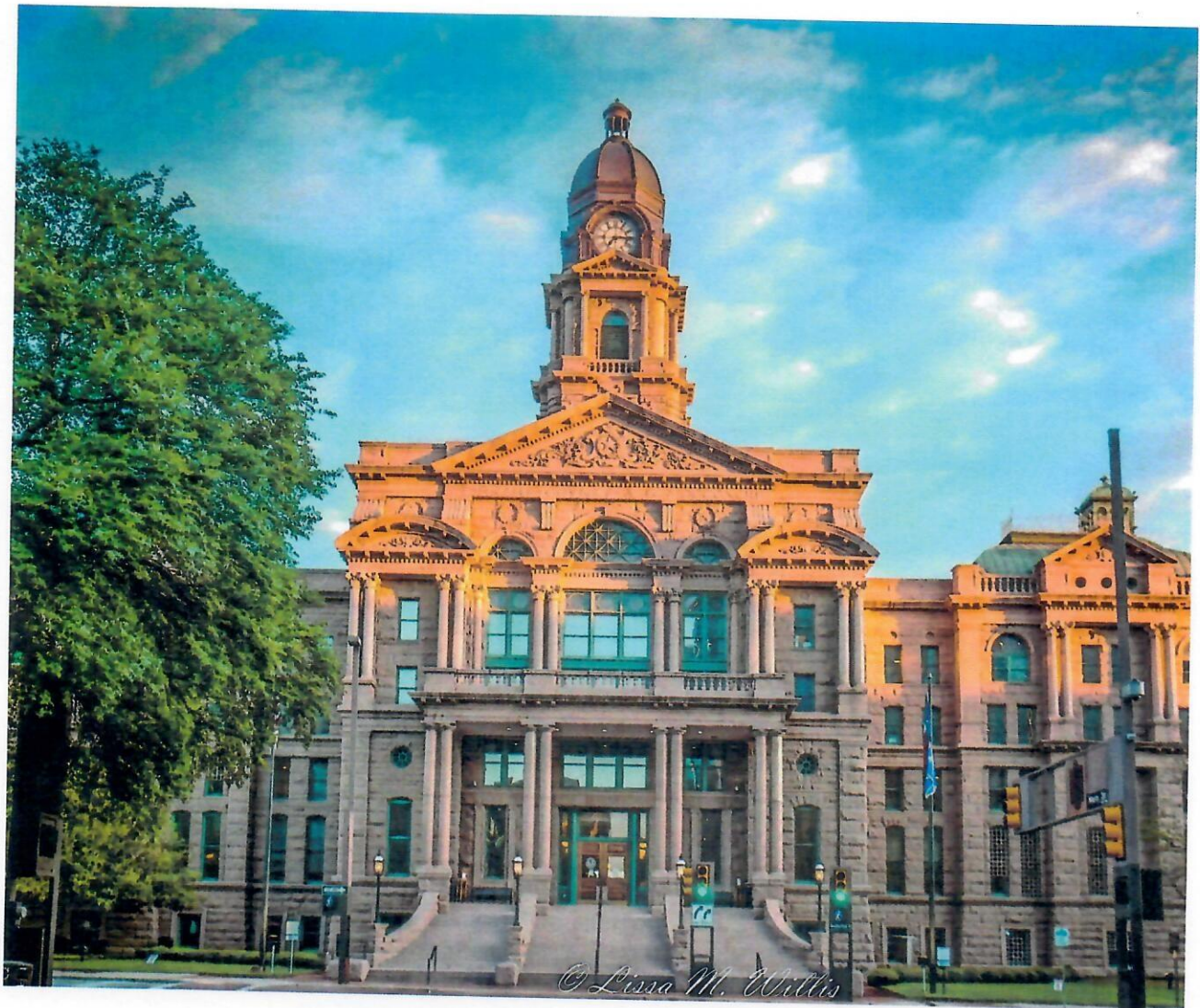




County Clerk Record Preservation and Restoration Plan FY 2024



Executive Summary

This document formalizes the restoration and preservation plan of the County Clerk's records archive for the upcoming fiscal year as required by Local Government Code 118.025. The County Clerk's goal is to preserve and digitize permanent records which are vulnerable to loss by theft, disasters, and everyday degradation. The scanning of paper documents into digital images preserves records while enhancing public access by way of their incorporation into records management systems. It is the intent of the County Clerk to follow the Local Government retention schedule set by the Texas State Library and Archives.

Budget and Expenditures

Records preservation and restoration efforts are funded primarily through the collection of a records archive fee authorized by Chapter 118.025 of the Texas Local Government Code. The fee amounts are set by the Tarrant County Commissioners Court and are itemized as part of the Tarrant County's annual budget process. With the approval of a records archive fee of \$8.00, the funds generated from the collection of this fee will be expended for the management, preservation, restoration, and archival of all County Clerk's records. Expenditures from this fund would include employee salaries, operating and capital costs supporting record preservation and restoration, employee training, document indexing, and archiving of records.

2024 Plan Goal

Efforts to restore and preserve records are conducted both internally and externally. Any work requiring specialized equipment or expertise will be outsourced with approval of the Tarrant County Commissioners Court. All other work requiring will be handled internally.

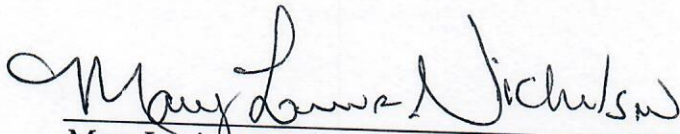
The primary areas of focus in the upcoming fiscal year will be the following:

Implement Artificial Intelligence software to streamline the indexing of recordable documents to expedite their availability and minimize human error.

- Apply state of the art preservation methods to documents and books of significant historic value. The age and condition of these documents warrant the use of specialized equipment and expertise to both restore the document and deter deterioration in their future storage.
- Explore sharing records with other local entities in a virtual environment.
- Ensure all digitized documents are stored in technologically sound and secure environments either locally or in the cloud.
- Promote the Property Fraud Alert application through community outreach events, social media and the annual TAD notices sent to homeowners of Tarrant County.
- Significantly enhance the quality and accuracy of digitized images made available to the public and the speed at which they are available.
- Maintain systems for managing the receiving, filing, scanning, storage, and retrieval of records in the County Clerk's Office and upgrade or replace existing systems as appropriate.

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- Enhance our ability to electronically accept and process filed documents to reduce or eliminate their storage in our Recording, Vitals, Civil/Probate, and Criminal Court Divisions.
- Continue imaging, importing, and indexing of birth and death records which have been turned over by municipalities to the County Clerk's office.
- Continue efforts to convert existing paper and microfilm records to electronic images.
- Safeguarding of all records by following recognized disaster recovery and business continuity best practices.
- The County Clerk will identify, review, and destroy eligible paper documents under applicable state statutes, court orders, and Texas State Library and Archives Commission's retention schedule helping to minimize storage costs.

The above intended areas of focus are subject to change if dictated by customers or changes to internal business processes.



Mary Louise Nicholson
Tarrant County Clerk

Date: 9/6/2023