



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 10/25/2022

**SUBJECT: RECEIVE AND FILE UPDATED ARCHIVES POLICY AND  
PROGRAM DOCUMENTS - ARCHIVES**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court receive and file the attached updated Archives policy and program documents.

**BACKGROUND**

In Summer 2022, the Tarrant County Archives created and updated documents related to policies within the Archives to help better serve the public, create consistency, and better document Archives activities. The documents establish procedures based on best practices within the archives field for patrons and researchers utilizing Archives materials. They also help the Archives to better document activities taking place within the Archives and with archival materials. These documents were reviewed and approved by the Criminal District Attorney's Office.

The Commissioners Court is requested to receive and file the following attached Archives policy and program documents:

Tarrant County Archives Researcher Agreement  
Researchers Policies and Procedures  
Donation and Transfer of Title  
Digitization Loan Agreement  
Loan Return Form

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

SUBMITTED BY:	Archives	PREPARED BY: APPROVED BY:	Jaimi Parker Lisa McMillan
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