

DISTRICT CLERK - WISE COUNTY, TEXAS

PRESERVATION AND RESTORATION RECORDS PLAN

EXECUTIVE SUMMARY

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the District Clerk's Office. Records maintained in the District Clerk's office have been identified to fall under the category of "Preservation and Restoration Plan" that will provide reproduction and archiving of such records and assist in maximizing storage space and making records readily available for optimum viewing. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commission for preservation of such records.

OBJECTIVE

The District Clerk's goal is to restore records, reduce deterioration of historical documents, and convert all court documents to electronic format. Improving public access and reducing the risk of deterioration.

SCOPE

The scope of the document includes the following

- *All District Clerk records filed at the Wise County Courthouse.
- *Plans to restore and preserve records with significant historical value.
- *Future plans are to improve public and governmental access and provide an archive for records that have and will be imaged.

This document addresses that restoration and preservation needs of the District Clerk Records Archive. No other departments are addressed.

SECTION ONE: RECORDS INVENTORY

The following constitute the Wise county District Court Records Archive:

PAPER RECORDS

MINUTE BOOKS

Civil	1894 -1983	(Book M –Book JJ)
Tax	1898-1987	(Book 1 –Book 3)
Divorce	1915-1959	(Book 1-Book 3)
Criminal	1987 – 2001	(Book 1 –Book 12)

DOCKET BOOKS

Civil	1895 – 2001	(Book 1-Book 84)
Tax	1920 – 2001	(Book 1 – Book 10)
Criminal	1987 -2001	(Book 1 – Book 3)

INDICES

Civil Index	Book 1 -2
Criminal Index	1896-1990
Civil Index – Direct and Indirect	1950-1981
Civil Index- Direct and Indirect	1982-1990

CASE FILES

- Adoptions
- Name change
- Paternity Suits (adjudication parentage)
- Voluntary Legitimations
- Executions and Orders of Sale

MISCELLANEOUS

Execution Dockets	1882-1917
Record of Declaration of Intention	1907-1914
Medical Register	1924-1984
Veterinary License Records	1916-1958
Chiropractic Register	1949-1952
All Case files	1920 and all prior years

ELECTRONIC RECORDS

All electronic records 1996 to the present

SECTION TWO: RESTORATION AND PRESERVATION

PERMANENT RECORDS

PAPER RECORDS

The District Clerk maintains millions of paper documents in the form of bound docket books, court minutes, indices and case files. These documents are subject to deterioration and therefore require special handling, restricted public access and climate controlled conditions. It is the intent of the District Clerk to convert these paper source documents into digital images. All digital formatting will be accessible in the same manner as current electronic storage and will be stored and retrieved through a document management system.

After reducing and /or reproducing these records, the District Clerk plans to utilize the space for the growing number of cases occurring daily. The reproduction will allow better access to the records and will alleviate over- crowding of storage rooms and eliminating items that are not required to maintain permanently.

ELECTRONICALLY STORED DATA

Pursuant to the Texas Administrative Code, Chapter 13, Rule 7.72(c) an electronic storage authorization request was submitted by the District Clerk and approved by the director and librarian of the Texas State Library and Archives Commission. Electronically stored documents are the "official record" for the District Court. Electronically stored data is a permanent record which constitutes a District Court records archive. The District Clerk will annually review and prioritize the imaging of the records archive, will annually audit the electronic records to ensure that electronic information is safely and securely protected and is compliant with the guidelines established by the Texas Local Government Code, Chapter 205. Coordinating with the Wise County Information Technology

Department providing the necessary maintenance service and support required to protect the stored information and assist in upgrading equipment as technology evolves.

RESTORATION

PERMANENT HISTORICAL RECORDS PRIOR TO 1952

The District Clerk will perform routine inspections of the records archive. Following inspection, should a document require restoration the District Clerk will determine the appropriate method. Restoration of damaged documents will be performed using the most efficient and practical method available.

Any document that cannot be successfully preserved or restored under current technology will be maintained in a manner consistent with proper records management techniques.

In the event it is determined that documents require special preservation or restoration the District Clerk will research vendors capable of providing and performing the necessary required services using the most practical, cost-efficient procedures, following Wise County policies and procedures for contracting with such vendors. Preservation and restoration will include maintenance, storage, technical upgrades for equipment and any services required to comply with this plan.

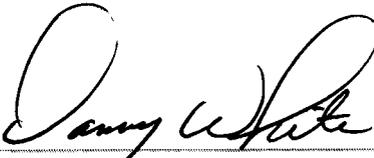
SECTION THREE: FUNDING

The District Clerk will utilize the funds available through the District Court Records Technology Fund for preservation and restoration services performed in connection with maintaining the District Court records archive. All expenditures will comply with Subchapter C, Chapter 262, Local Government Code.

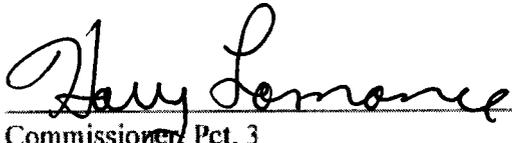
Pursuant to 51.305(b), 51.317, Gov't Code (b) (5).

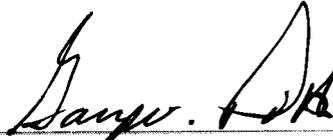
ENACTED AND APPROVED on this 29 day of September, 2014.


County Judge

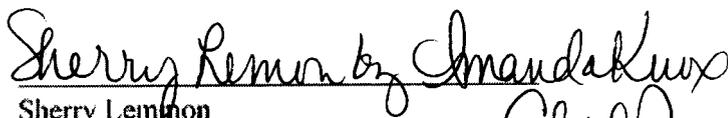

Commissioner, Pct. 1

Absent
Commissioner, Pct. 2


Commissioner, Pct. 3


Commissioner, Pct. 4

ATTESTED TO:


Sherry Lemmon
County Clerk, Wise County
Ex-Officio Clerk of
Commissioners' Court, Wise County


Chief Deputy

