MEDINA COUNTY DISTRICT COURT
RECORDS ARCHIVE PLAN FOR
PRESERVATION AND RESTORATION OF DISTRICT COURT
RECORDS ARCHIVE
2020-2021

"State law requires district clerks to maintain large amounts of court records permanently. In order to preserve and maintain these documents, offices are storing documents electronically or on a digital format. State law and state library rules dictate that the film and digital images be maintained permanently with a storage plan to secure the future transition of digitized records to new media that allows access to these records."
81st (R) Legislative Session – SB 1685

The purpose of this plan is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the District Clerks' Office. It is the intent of the District Clerks' office to follow guidelines set by the Texas State Library and Archives Commissioner.

Government Code 51.305 DISTRICT COURT RECORDS TECHNOLOGY FUND:

(1) "**Court document**" means any instrument, document, paper, or other record that the district clerk is authorized to accept for filing or maintenance. This includes any suit filed, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third party petition in the district court of the county.

(2) **"Deterioration"** means any naturally occurring process or a natural disaster that result in the destruction or partial destruction of a court document.

(3) **"Preservation"** means any process that:
- (A) Suspends or reduces the deterioration of a court document; or
- (B) Provides public access to a court document in a manner that reduces the risk of deterioration.

(4) **"Restoration"** means any process that permits the visual enhancement of a court document, including making the document more legible.

(5) **$10.00 for "Records Archive"** under Local Government Code, Sec. 51.305 (b) for the filing of a **Court Document** for preservation and restoration services performed in connection with maintain a district court records archive.

a. The fee is to be paid at the time a person, excluding a state agency, presents a court document to the district clerk for filing.
b. The county treasurer shall establish a district court records technology fund in the general fund of the county for the deposit of the fees.
c. The money generated from the fee imposed may only be expended for

the preservation and restoration of the district records archive.

d. Funds will be expended as provided by law and would include the following records from 1849 through current and future records:
    i. Restoration and preservation of deteriorated books, permanent exhibits, and documents to prevent further deterioration done by Document Preservation Specialists.
    ii. Digital scanning and filming of all court documents filed, to include purchase, maintenance and upgrades to scanners and computer software and hardware.
    iii. Purchase of supplies needed for records preservation to include file folders or case binders, boxes, shelving, labels, archival supplies, etc.
    iv. Provide for proper space and storage of books, files, documents, boxes, film, etc.
    v. Provide computer terminals for public access to these documents in a manner that reduces the risk of deterioration.
    vi. Travel expenses to and from records storage to deliver and pickup case documents, if necessary.

Adopted by the Commissioners' Court of Medina County, Texas on this the _____ day of _____ 2020.

_____
Honorable Tim Neuman
Commissioner Precinct 1

_____
Honorable Larry Sittre
Commissioner Precinct 2

_____
Honorable David Lynch
Commissioner Precinct 3

_____
Honorable Jerry Beck
Commissioner Precinct 4

_____
Honorable Judge Chris Schuchart
County Judge

Attest:

Cindy Fowler
Honorable Cindy Fowler, District Clerk