

**DISTRICT CLERK - POLK COUNTY, TEXAS
PRESERVATION AND RESTORATION RECORDS PLAN**

EXECUTIVE SUMMARY

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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 Commissioner for preservation of such records.

GOAL

The goal is to reproduce and archive all documents, regardless of type, as efficiently as possible. The District Clerk's Office is also looking at restoring records, suspending or reducing deterioration of public records, improving the public access to these documents in a manner that reduces the risk of deterioration, and possible reducing or eliminating paper documents.

SCOPE

The scope of this document includes the following

- *All District Court records filed at the Polk 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 or will be imaged.

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

SECTION ONE: RECORDS CURRENTLY IN REPOSITORY

INVENTORY

Currently the District Clerk's office holds over 90 books regarding civil and criminal actions.

SECTION TWO: RESTORATION AND PRESERVATION

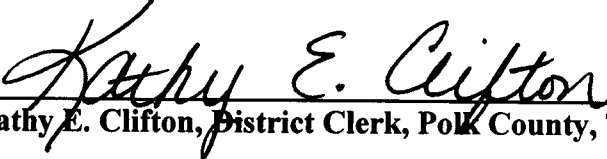
PERMANENT RECORDS

After reducing and/or reproducing these records, the District Clerk plans to utilize the space for the growing number of cases occurring daily. The extra space will allow better access to the records by the public.

Records are currently imaged by case file and the District Clerk has a third party vendor housing these images off sight. To enhance the current archiving procedure, the imaged records could have the capability of viewing them on-line at anytime for approved users. This would be an addition to our main system to avoid not being able to access records if our main system is down or court needed to be performed off-site. This would be an ongoing service that would be available for judges, court staff and the general public when the need arose.

SECTION THREE: FUTURE PLANS**PUBLIC AND GOVERNMENTAL ACCESS**

It is the intent of the District clerk's Office to make public records more accessible on the computer and by index, at a future date. This will allow additional access to District Court records, and provide an archive method to back-up our imaging system.



Kathy E. Clifton, District Clerk, Polk County, Texas