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TERRI ROSS
COUNTY CLERK

2022 SEP 15 PM 4:08

UPSHUR COUNTY, TX.

BY  DEPUTY



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DISTRICT CLERK
115TH DISTRICT COURT
UPSHUR COUNTY

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FY 2023

DISTRICT CLERK'S

**CONTINUATION OF PRESERVATION AND
RESTORATION RECORDS**

ARCHIVE PLAN FOR THE

DISTRICT CLERK OF UPSHUR COUNTY, TEXAS

SUMMARY OF THIS DOCUMENT:

The purpose of this plan is to set forth in writing the District Clerk's annual updated plan for the preservation and restoration of the District Clerk's archives. The plan is designed to comply specifically with the requirements and the intent of the Texas Local Government Code Section. 118.001 and 118.025.

DISTRICT CLERK'S OFFICE GOAL:

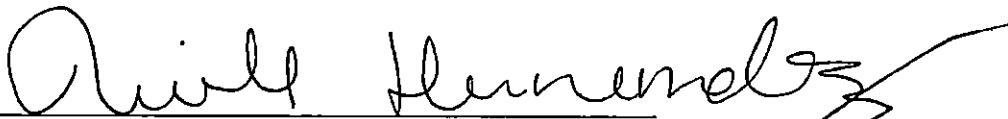
The ultimate goal of this plan is to archive all files in the District Clerk's Office (which include but are not limited to Civil, Criminal, Family, Tax Suits, etc.) into digital form by having said documents scanned onto our computer software and possibly a backup cloud for further security of said documents. This will ensure that all records that are available to the public can be viewed in the District Clerk's Office via a public terminal in the office lobby and that all records regardless if they are public or sealed to be safely preserved for future generations in digital format. When said preservation and archiving is complete of said documents, the paper files and documents can then be moved from the Upshur County District Clerk's Office and stored in the storage facility. This will leave more room for more current files and documents kept by the Upshur County District Clerk's Office to be created and stored inside the office.

The Upshur County District Clerk's Office also has the goal to take all files currently stored on microfilm to be preserved onto a digital format as well. Microfilm is an aging and almost extinct form of document preservation and will eventually be obsolete. Microfilm is also subject to the elements and can be easily destroyed by water, fire and poor handling by the public and or deputy clerks that use it to research because it is easily ripped and torn.

The Upshur County District Clerk's Office also has the goal to preserve the large Civil, Divorce and other Index Books with files and documents in them into a digital format. These books are paper and are also easily destroyed by water, fire and poor handling by the public and or deputy clerks.


IN CONCLUSION:

The District Clerk proposes that the Upshur County Commissioners Court continue the \$10.00 fee collected upon filing of public documents in the District Clerk's Office so that the preservation of historical documents can be continued, the public has access to said documents and said goals listed above can be executed.

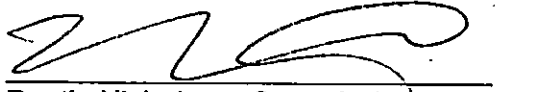


Nicole Hernandez, Upshur County District Clerk
for the 115th District Court of Upshur County, Texas

Adopted this 15TH day of September 2022.



Todd Tefteller, County Judge


Gene Dolle, Commissioner, Pct. #1


Dustin Nicholson, Commissioner, Pct. #2


Mike Ashely, Commissioner, Pct. #3


Jay W. Miller, Commissioner, Pct. #4.

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