

FILED  
TERRI ROSS  
COUNTY CLERK

2023 SEP 15 PM 12:32

UPSHUR COUNTY, TX.

BY \_\_\_\_\_  
DEPUTY



NICOLE HERNANDEZ  
DISTRICT CLERK  
115<sup>TH</sup> DISTRICT COURT  
UPSHUR COUNTY

405 N. TITUS  
GILMER, TEXAS 75644

PHONE: 903-843-5031  
FAX: 903-843-3540

September 12, 2023

UPSHUR COUNTY DISTRICT CLERK'S 2023  
PRESERVATION AND RESTORATION RECORDS PLAN

EXECUTIVE SUMMARY

The main duty of the District Clerk as outlined in Article 5, Section 9 of the Texas Constitution is the custodian of records for the district courts. The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived district court records in the District Clerk's custody. It is the intent of the District Clerk to follow guidelines filed with The Texas State Library and Archives Commission in digitizing and disposing of the paper records not considered permanent retention.

GOAL

To reproduce and archive all documents, regardless of type, as efficiently as possible. The District Clerk's office will be restoring records, suspending or reducing deterioration of historic records and improving public access to the records in a manner that reduces the risk of deterioration to historic paper records, and reducing or eliminating non-historic paper documents.

## SCOPE

All District Court records filed in the District Clerk's office; Restore and preserve records with significant historical value; Digitally image records of non-historical value; Improve public and governmental access to those records.

## PROGRESS OF THE PLAN TO DATE

a. 107 rolls of microfilm that contain Civil and Family case files ranging in dates from the late 1800's up to 1975 and 13 rolls of microfilm that contain Tax case files from the late 1800's up to 1975 have been sent to US Imaging to be digitally formatted. This should be completed by the end of 2023. This will mean that all microfilm images will be available in the District Clerk's office on the public computer and the microfilm machine and microfilm will be phased out.

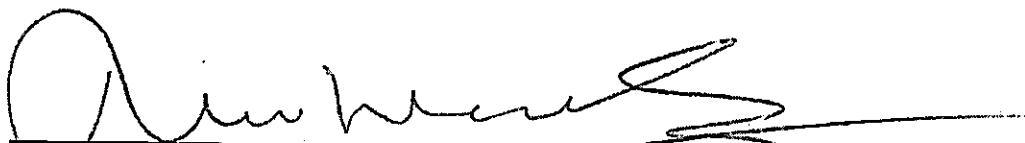
b. We are currently working on hand scanning all Civil/Family case files handled by the District Clerk's Office. Microfilm stopped in 1975 and all images from that date up until the year 2000 are digitally imaged. We are scanning right now in the late 2000's. Most files were scanned as worked starting in the year 2004 so we are closing the gap to having all Civil/Family digitally imaged.

c. We are also currently working on scanning older Criminal cases. Daily scanning did not start until the late 1990's, early 2000's. This is a fairly larger project since no criminal files are digitally imaged before the early 1990's. This is a project that will take several years to hand scan. A quote was given on paying an outside source to scan the Criminal cases but it was over \$90,000.00.

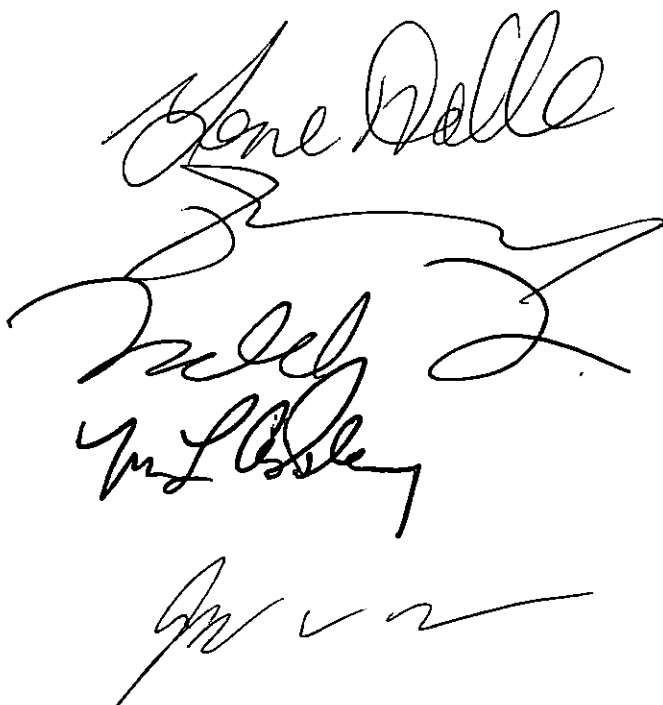
## FUTURE PLANS

The County invested in a new case management system, Tyler Technologies "Odyssey", to insure a seamless flow of information from arrest to disposition of a case and to allow for the possibility of a paperless court system. Once this system is in place and all Clerk's have been properly trained, the District Clerk's office goal is to become

paperless. This will save money on paper, files and docket sheets and make the District Clerk's office more efficient.



Nicole Hernandez  
Upshur County District Clerk



Gene Delle  
Kelly J.  
M. L. Ashley

