

## Hidalgo County Clerk's Records Archive Plan

(As per section 118.025 of the Local Government Code)

Whereas the Texas State Legislature found, that the deterioration of public documents in the office of the county clerks constituted a threat to the integrity and reliability of the existing system for preserving documents.

And whereas, the purpose of the their Act was to impose a fee for filing public documents in the office of the county clerks in order to provide funds to be used to preserve existing public documents,

The Hidalgo County Clerk's Office seeks to continue to preserve and restore all of their public documents as defined by subsection 2 of section 118.025 of the Local Government Code. The documents included are listed, but not limited to the following:

Marriage Records	Deed Records	Civil Records
Birth Records	Subdivision Maps	Criminal Records
Death Records	Official Records	Probate Records
Registered Cattle Brands	Assumed Name Certificates (d/b/a)	Military Discharge DD-214
Commissioners' Court Minutes	Bail Bond Records	

In order to satisfy the requirements of this statute, the Hidalgo County Clerk's Office seeks to use the latest in technological advances to preserve and restore all abovementioned records. In order to accomplish this we will require various tools, services, and resources. Some of the required resources are listed, but not limited to:

Personnel, facilities, services, repairs, equipment, tools, hardware, software, and general supplies needed for the creation, use, maintenance, retention, preservation, restoration of records.

Copying services including personnel, hardware and software, plus any required office equipment needed to fulfill this service to operate effectively and efficiently (copy machines, paper supplies, etc...)

Scanning services including personnel, along with any hardware and software equipment required to operate the storage facility.

Re-indexing services including personnel, and any computer hardware and software equipment required to fulfill these services.

Shrink wrapping, printing, binding services, and or materials required to accomplish these types of services to better preserve and restore the integrity of our records.

Document storage services including shelving, boxes, other types of storage containers and computer hardware, software, and equipment capable of tracking documents within the facility more effectively and efficiently.

Microfilm production, conversion, storage services, and equipment as required to accomplish these services.

Transportation service including fuel maintenance, and repairs.

Document warehousing services including personnel, building renovations or leases to include maintaining our warehouse with climate control to meet the Texas Library of Archive standards.

General office supplies and equipment, including computer equipment with the appropriate hardware and software required to operate the storage facilities.

The ability to acquire emerging technologies that could assist in the restoration and preservation of our records.

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Any items not covered specifically under this plan are referenced per object code, in the Hidalgo County Auditors Object Code and Description Guidelines Manual, Paragraph I – VIII, Object Codes III -899.

The County Clerk Storage Facility will be maintained in compliance with the Texas Library of Archives' document storage standards. Facility will be equipped with equipment for operating efficiently and effectively (i.e., ladders, lifts, dollies, etc.).