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

DISTRICT CLERK'S PRESERVATION  
AND  
RESTORATION RECORDS PLAN

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DISTRICT CLERK – UPSHUR COUNTY, TEXAS  
PRESERVATION AND RESTORATION RECORDS PLAN

**EXECUTIVE SUMMARY**

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 Commission for preservation of such records.

**GOAL**

The goal is of this plan is to reproduce and archive all documents, regardless of type, as efficiently as possible (Civil, Family, Criminal, and Tax suits). The District Clerk's Office is imaging records so that these records are assessable to the public by a public terminal located in the District Clerk's Office. Therefore we are able to send old files to the Storage Facility, and making room for current files and possibly reducing or eliminating paper documents by imaging these documents.

**SCOPE**

The scope of this document includes the following:

- \*All District Clerk records (Civil, Family, Criminal, and Tax Suits) that are filed at the Upshur County Justice Center.
- \*Future plans are to improve public and governmental access, and to provide an archive for records that have or will be imaged.

This document addresses the restoration and preservation needs of the District Clerk Records Archive. No other Departments are implicated.

**SECTION ONE: RECORDS CURRENTLY IMAGED**

The District Clerk's Office is currently imaging all documents in Civil, Family, Criminal, and Tax Suits. We have scanned Civil and Family cases from 1975 thru 1997. Our office is currently scanning 1997 thru 2003. All Tax Cases have been scanned, as well as Civil, Family, and Criminal from 2003 to current date. Due to Software Conversion, and issues we are currently unable to image the old files at this time.

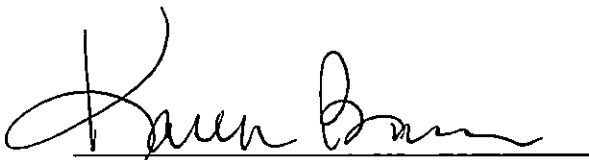
**SECTION TWO:  
RESTORATION AND PRESERVATION**

After reducing and/or reproducing these images, 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 and also eliminate for extra office space in the future. We currently have boxes of scanned filed sitting in our office, and due to problems with space in the Rock Building they are stacked in our office.

Records are imaged by Case file, and the District Clerk has scanners on each Deputies desk.

**SECTION THREE:  
FUTURE PLANS**

It is the intent of the District Clerk's Office to make public records more accessible by imaging all records (old and new). Therefore, eliminating more office space and making records more accessible to the public. With the new Conversion Issues it has been a very slow process at the moment.



Karen Bunn, District Clerk  
Upshur County, Texas