



**Valerie Del Toro Romero
Uvalde County Clerk
Preservation and Restoration
Records Plan**

Uvalde County Clerk's Preservation and Restoration Records Plan

The County Clerk's Records Archive Fund, outlined in section 118.025 of the Texas Local Government Code, states that the fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive. This section states that the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive and this document serves as the written plan for both of these funds.

Pursuant to section 118.025 of the Texas Local Government Code, 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 preservation and restoration of documents and imposed a filing fee in the office of the county clerks in order to provide funds to be used to preserve and restore existing records.

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

Marriage Records
Birth Records
Death Records

Official Public Deed Records
Subdivision Maps
Registered Cattle Brands
Assumed Names Certificates
Military Discharge-DD-214

Criminal Court Records
Civil Court Records
Juvenile Court Records
Probate Court Records
Commissioners Court Records
Commissioners Court Minutes

The primary goals of this office is to utilize these funds to:

- Provide and maintain systems for managing the receiving, filing, storage, retrieval, and public access of records in the County Clerk's Office. This includes projects to acquire, implement, manage, update, and replace systems that handle paper, microfilm, and electronic records.
- Improve public access to County Clerk records. This enhances the public's ability to locate the records they are seeking by building advanced databases and improving internet access to information.

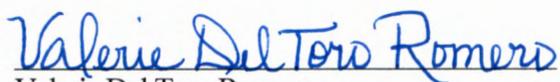
- Provide appropriate physical and electronic storage site with the ability to retrieve information as needed, including maintaining physical storage sites for paper, microfilm, and electronic medium as well as electronic storage of data and back-up systems.
- Reduce the use of paper documents filed in our recording in Civil, Probate and Misdemeanor Cases. This is accomplished by improving our ability to electronically accept newly filed documents and convert existing paper and microfilm records into electronic records.
- Digitize existing Uvalde County Clerk records. Digitizing paper and microfilm records increases protection of documents from disaster and dramatically increases the ability to track and locate documents, provides a clear and legible image of documents, and greatly improves efficiency for the retrieval of documents by the public.
- Make certain that appropriate disaster recovery and business resumption systems are in place ensuring that a detailed structure is in place to prevent loss of these records in the event of a disaster.
- Apply special handling and preservation methods to documents of significant historic value. Modern preservation techniques should be applied to paper documents that merit special handling and consideration, such as records dated back to 1856.
- Support personnel necessary to achieve these goals. This allows us to provide salaries, benefits, training, space, and equipment for individuals charged with managing these priorities.

The office of the Uvalde County Clerk implemented a case management conversion in July, 2019 from Anthem to Local Government Solutions (LGS) upgrading the server, computer hardware and software.

The office of the Uvalde County Clerk is committed to ensure and provide access, security, and the recovery of data in the event of an emergency or disaster and to collect, preserve, and provide access to the historically significant records of Uvalde County. The Uvalde County Clerk requests the Commissioners Court approve and accept this archival plan as presented.

Thank you for your time and consideration.

Sincerely,



Valerie Del Toro Romero
Uvalde County Clerk

October 1, 2019
Effective Date