



Legislation Text

File #: 22-5575, **Version:** 1

Department: County Clerk

Department Head/Elected Official: Teneshia Hudspeth, County Clerk

Regular or Supplemental RCA: Regular RCA

Type of Request: Public Hearing

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

Request by the County Clerk for a public hearing for approval of the Records Archive Plan for FY 2022-23. Notice of the public hearing was published on August 29, 2022, as required under the statute.

Background and Discussion:

The Texas State Legislature has provided a means to raise revenue for the preservation of current and older county records. The County Clerk has taken advantage of the Archive Fee as an alternative to spending general fund monies to accomplish these preservation projects. Revenue collected and not expended in the fiscal year will be carried forward for use in future years. This plan will be updated annually as part of the budget process. Approval and implementation of the plan will continue to ensure the preservation of historical and current records for future generations.

Expected Impact:

The costs for the projects listed in the County Clerk's Records Archive Plan FY 2022-2023 will come from the Records Archive Fund, not from the County Clerk's General Fund. Projects listed in the Archives Plan are an ongoing, multi-year process and are reassessed annually and prioritized as necessary.

Alternative Options:

N/A

Alignment with Goal(s):

The County Clerk's Office's goal is to continue working towards complete digitization of all records, restoring and preserving the records as they are of historical value to Harris County. The Records Archive Plan contains the County Clerk's records management and preservation projects and the County Clerk's overall goals and vision.

- Continue to automate and upgrade office record systems as new technology is introduced.
- Continue to eliminate or reduce searches of paper documents and expedite record searching by electronic retrieval.
- Continue to make public information easily accessible on the internet.
- Project original records by ensuring electronic retention.
- Continue scanning and indexing all records as they are recorded.
- Develop a comprehensive electronic records Emergency Management/Disaster Recovery Plan.
- Continue to seek efficient and cost-effective solutions to meet records management objectives.

☐ Justice and Safety

☐ Economic Opportunity

☐ Housing

☐ Public Health

☐ Transportation

☐ Flooding

☐ Environment

☒ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable):

Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name	County Clerk, Records Archive Fund		
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$343,370	\$679,819	\$
Non-Labor Expenditures	\$2,478,933	\$8,550,040	\$
Total Incremental Expenditures	\$2,822,303	\$9,229,859	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget- Records Archive Fund			
Choose an item.	\$12,922,305	\$15,000,000	\$

Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$12,922,305	\$15,000,000	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Court Date:

Anticipated Implementation Date (if different from Court date):

Emergency/Disaster Recovery Note: Choose an item.

Contact(s) name, title, department: Shane Holman, Chief Deputy of Courts, County Clerk's Office

Attachments (if applicable): Records Archive Plan