

AGENDA ITEM # 21

August 19, 1997

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Consider approving agreement with Texas State Library for County Clerk's microfilming of historical records.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve agreement with Texas State Library for County Clerk's microfilming of historical records.

Vote: Motion carried 3 - 0

< Clerk copy here >

State and Local Records Management Division

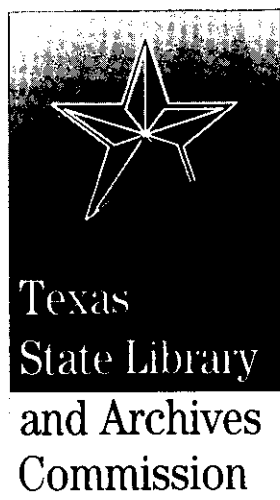
GENERAL INFORMATION 512 454-2705 • FAX 512 323-6100

RECORDS CENTER SERVICES 512 454-2751 • MICROGRAPHICS AND IMAGING SERVICES 512 454-2706

RECORDS MANAGEMENT ASSISTANCE 512 452-9242

0091 PAGE 459

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August 06, 1997

Ms. Elaine Bizzell
Williamson County Clerk
P.O. Box 18
Georgetown, TX 78627

Dear Ms. Bizzell:

Attached are two (2) original Contract For Services-Local Government #98-306-L-003 for the fiscal year ending August 31, 1998. Please review contract and have "Receiving Agency" portion of this contract signed on page 3.

Please return both contracts with original signatures, to:

Texas State Library
Records Management Division
P.O. Box 12927
Austin, Texas 78711

Attention: Pete Cortez.

If you have any questions please feel free to give me a call at 512/454-2705 ext. 138.

Sincerely,

James K. Hensley
Manager - Microfilming Department
Texas State Library
State and Local Records Management Division

Encl.

xc: William L. Dyess
Director
Records Management Division

4400 Shoal Creek
Boulevard

P.O. Box 12927
Austin, Texas
78711-2927

Chairman
Carolyn Palmer Armstrong

Commissioners
Patrick Heath
Sandy Melton
Sandra Pickett
Marvin Rich
Barbara Silberberg

Director and Librarian
Robert S. Martin

CONTRACT FOR SERVICES - LOCAL GOVERNMENT

Texas State Library and Archives Commission
State and Local Records Management Division

THE STATE OF TEXAS ~ COUNTY OF TRAVIS

SLR Contract Number:

FY	Code	Type	Number
98	306	L	003

This contract and agreement is entered into by and between the Texas State Library - State and Local Records Management Division, the Performing Agency, and the governmental agency shown below as the Receiving Agency, pursuant to the authority granted and in compliance with the provisions of "The Interlocal Cooperation Act", Texas Government Code, Chapter 791.

I. CONTRACTING PARTIES:

Receiving Agency Williamson County ClerkVID No. N/A Contact Person Elaine Bizzell Phone 512-930-4314Performing Agency Texas State Library - State and Local Records Management DivisionAgency Code 306 VID No. 33063063060002 Contact Person Ken Hensley Phone 512-454-2705 ext 138

II. STATEMENT OF SERVICES TO BE PERFORMED: (If additional space is needed, use Page 2)

Microfilm approximately 77,500 documents for Williamson County Clerk with a reduction ratio of 24X - 30X on a planetary type camera.
Duplicate original microfilm roll on 16mm 215mil (Diaz) film which includes processing.
Label all cartons according to content.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS: (If additional space is needed, use Page 2)

Duplicate original 215 foot rolls - number of original microfilm rolls duplicated x \$8.50 each.

Original microfilm roll (finished product including microfilming on a planetary camera, processing, microfilm, cartons and labels) - number of documents microfilmed x \$0.0760 each.

IV. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: \$6,100.00
(words and figures)
Six Thousand One Hundred and No/100 dollars

V. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon invoices drawn by the Receiving Agency payable to the Texas State Library - State and Local Records Management Division.

Payments for service performed shall be billed: Monthly (see page 5 of this contract)
(weekly, monthly, lump sum, etc.)

Payments received by the Texas State Library - State and Local Records Management Division shall be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

SLR 304 (7/93) LOCAL

VI. CANCELLATION OF CONTRACT:

This contract may be canceled at any time without reason, providing the party desiring to cancel gives thirty days written notice to the other party. See Item No. 6 on Page 4 for specific instructions.

VII. TERMS OF CONTRACT: (Term of contract cannot transcend the fiscal year.)

This contract is to begin upon approval by both the receiving and performing agencies and,
shall terminate August 31, 1998

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of government, and (3) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by
authority granted in _____

(Statute, Constitution, Special Provision of Appropriation Bill)

PERFORMING AGENCY further certifies that is has the authority to perform the services contracted for by
authority granted in Texas Government Code, Chapters 441 and 791

(Statute, Constitution, Special Provision of Appropriation Bill)

The undersigned parties bind themselves to the faithful performance of this contract. It is mutually understood that this contract shall not become effective until signed by both parties below.

RECEIVING AGENCY

Williamson County Clerk

Name of Agency

By: John C. Daehler

Authorized Signature

County Judge

Title

Date: 8-19-97

PERFORMING AGENCY

Texas State Library

State and Local Records Management Division

Name of Agency

By: Raymond L. Hitt

Authorized Signature

Director and Librarian

Title

Date: 8-28-97

TEXAS STATE LIBRARY
STATE AND LOCAL RECORDS MANAGEMENT DIVISIONMICROGRAPHICS - GENERAL POLICIES FOR STATE GOVERNMENT

POLICY The State and Local Records Management Division (SLR) of the Texas State Library does not accession or store hard copy records which have been microfilmed.

LEGAL BASIS The following is an excerpt from the Texas Government Code which establishes the legality of microimages and is the basis for the above policy.

Section 441.058. PRESERVATION DUPLICATES.

- (b) A preservation duplicate made by a process that accurately reproduces or forms a durable medium for accurately reproducing the original record has the same force and effect for all purposes as the original record, regardless of whether the original record exists. A transcript, exemplification, or certified copy of such a preservation duplicate is for all purposes a transcript, exemplification, or certified copy of the original record.

PROCEDURES FOR TRANSFERRING RECORDS TO THE SLR

NOTE: The following procedures have been implemented to ensure that proper controls are in place to protect and provide authorized access to your records during the microfilm conversion process. Please assist us in this process by following the procedures detailed below.

1. A completed Transmittal of State Records (Form SLR 101) must be submitted prior to the records being sent to the SLR for microfilming. Once the Form SLR 101 is approved, Records Center personnel will accession your records. There are detailed instructions on the back of the transmittal form which will be useful in completing all fields. If the form is incomplete or incorrect, the transmittal process will be delayed until corrections are made.
2. Keep a copy of the Form SLR 101 in a suspense file, with your own detailed contents list until the records have been picked up for microfilming and you have received the final copy of the SLR 101 with the Records Center access codes included. When you receive the final copy, keep it in your records storage file in place of the suspense copy. You will be referring to it whenever you request a record stored at the SLR which is undergoing conversion to microfilm.
3. The SLR staff will assist in the completion of the form and will provide blank copies upon request. The Form SLR 101 must be signed by the agency records administrator or an authorized designee before the forms will be processed at the SLR. Please refer to the Texas State Records Management Manual, State Records Center Procedures for specific details on preparing and transferring records to the Records Center.
4. Records to be sent for microfilming should be properly packed in a standard records center storage box. If your agency does not have these containers, the SLR has a supply that can be loaned to your agency.

PROCEDURES FOR DISPOSING OF HARD COPY RECORDS AFTER MICROFILMING

NOTE: The State Records Center has limited storage space for records undergoing microfilm conversion. Please help us ensure that records are disposed of in a timely fashion by following the procedures below.

1. If your agency does not have an approved Records Retention Schedule (Form SLR 105), or the record series is not listed on an approved schedule, the agency will need to submit a Request for Authority to Dispose of State Records (Form SLR 102) to the SLR within three (3) weeks after it receives the microfilmed copies of the records. The SLR staff will assist in the completion of the form and will provide blank copies upon request. It is recommended that the disposal request be initiated upon approval of the interagency contract or when the microfilming project begins. If your agency has an approved Form SLR 105, and the records series is on the schedule, your agency records administrator will be notified by letter that the records are due for disposal. The records administrator will sign and return the attached acknowledgment receipt authorizing the disposal of the records.
2. If you do not wish to dispose of the original records after microfilming, arrangements must be made at the time of contract negotiation for the records to be transferred back to your agency.
3. If prior arrangements have not been made as to the disposition of the records, or if an approved Form SLR 102 or acknowledgment receipt is not received by the SLR within three (3) weeks after delivery of the microfilm copies, the SLR will transfer the records back to your agency.

BILLING POLICY The agency will be billed monthly for all services performed during the previous month.

AGENDA ITEM # 22

August 19, 1997

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Consider approving name change on lease agreement for Crisis Center.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve name change on lease agreement for Crisis Center to Bluebonnet Trails Community Mental Health and Mental Retardation Center.

Vote: Motion carried 3 - 0

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SUB-LEASE AGREEMENT

Date: August 8, 1997Landlord: John C. Doepler, County Judge

Landlord's Mailing Address:

Williamson County Commissioner's
Court - County of WilliamsonTenant: BLUEBONNET TRAILS COMMUNITY MENTAL HEALTH AND MENTAL
RETARDATION CENTER

Tenant's Mailing Address:

BLUEBONNET TRAILS COMMUNITY MENTAL HEALTH AND MENTAL
RETARDATION CENTER
15800 N. RM 620
AUSTIN, TEXAS 78717
WILLIAMSON COUNTY

Premises:

Street Address: 212 Commerce Cove
Round Rock, TX 78664

Base Rent (monthly):	September 1, 1997 - January 31, 1998	\$3,697.20 *
	February 1, 1998 - January 31, 1999	\$3,844.80 *
	February 1, 1999 - January 31, 2000	\$3,998.70 *
	February 1, 2000 - January 31, 2001	\$4,158.90 *

* This rent represents 90% of the rent amount of the assigned lease. Williamson County is assuming the remaining 10% of the rental cost, in accordance with Article 6, 601b, Section 115.34d(3).

Term (months): Forty-One (41) monthsCommencement Date: September 1, 1997Termination Date: January 31, 2001

Use: Mental Health Clinic/Offices

"Rent" means base rent plus any other sums of money due Landlord by Tenant.