

AGENDA ITEM 33

Consider approving contract with Texas State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for County Clerk's official public records.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To approve contract not to exceed \$10,000.00 with Texas State Library for conversion of images on CD to microfilm for backup/ disaster recovery/archival purposes for County Clerk official public records.

Vote: Motion carried 4 – 0

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CONTRACT FOR SERVICES - LOCAL GOVERNMENT

140

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

THE STATE OF TEXAS ~ COUNTY OF TRAVIS

SLR Contract Number:

FY	Code	Type	Number
00	306	L	008

This contract and agreement is entered into by and between the Texas State Library and Archives Commission, 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 Clerk

VID No. N/A Contact Person Nancy Rister Phone 512-943-156 Fax

Performing Agency Texas State Library - State and Local Records Management Division

Agency Code 306 VID No. 33063063060002 Contact Person Roy Bowden Phone 512-454-2705 ext 138

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

Convert approximately 450,000 images from CD to film for Williamson County Clerk with a reduction ratio of 24X on a Digital Archive Writer.
Duplicate original microfilm roll on 16mm 215mil (Diaz) film which includes processing.
Label all cartons according to content.
Prepare documents for microfilming.

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 Digital Archive Writer, processing , microfilm, cartons and labels) - number of documents microfilmed x \$0.0220 each.
Document preparation - number of hours spent preparing documents x \$10.00 each.

IV. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: \$10,000.00
(words and figures)
Ten Thousand 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 and Archives Commission (SLRM).

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 and Archives Commission - 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.

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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, 2000

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 Nancy E. Rister
Authorized Signature
County Judge Co. Clerk
Title
Date: 7-18-00 7-18-2000

PERFORMING AGENCY

Texas State Library and Archives Commission
Name of Agency
By: _____
Authorized Signature
Assistant State Librarian
Title
Date: _____

MICROGRAPHICS - GENERAL POLICIES FOR STATE GOVERNMENT

POLICY The State and Local Records Management Division (SLR) of the Texas State Library and Archives Commission 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 34

Hear report and take any appropriate action on the TSG/P2K payroll system conversion status.

Information Systems Paul Klehn advised the TSG/P2K payroll system is live with some procedural issues still to be addressed. The next step will be direct deposit.

No action was necessary on this agenda item.

AGENDA ITEM 35

Discuss and consider authorizing the disposition of salvage or surplus property at Sheriff's Department. (Complete list of property will be filed with official minutes of the meeting.)

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve disposition of salvage/surplus property at Sheriff's Department with complete listing attached hereto.

Vote: Motion carried 3 – 0 with Commissioner Limmer absent from the dais.

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