

Date: September 27, 2019
Bulletin Number: 2019-04
To: Court Clerks, County Clerks, County Treasurers, and
County Commissioners
Regarding: Court Clerk Records Management and Preservation

Oklahoma State Auditor and Inspector is statutorily charged with the responsibility of prescribing a uniform system of bookkeeping for accounting and reporting of county financial information in 74 O.S. § 214. In accordance with this responsibility OSAI has prescribed the following forms and procedures for the financial activities of the Court Clerk Records Management and Preservation Fund.,

Effective November 1, 2019, House Bill 1091 created the **Court Clerk's Records Management and Preservation Fund** codified at 28 O.S. § 31.3. The fund shall be used for the purpose of preserving, maintaining, archiving and protecting recorded instruments within the office of the court clerk. This includes such activities as records management, preservation, automation and modernization and related lawful expenditures. The legislation also created a revenue stream to fund these activities by amending 28 O.S. § 152. The amendment requires the court clerk to assess and collect ten dollars (\$10.00) in addition to other fees and costs collected on civil cases filed in the district court. This fee will be collected only during the time period of November 1, 2019 through November 1, 2023.

The fees collected in accordance with this legislation shall be deposited daily into the official depository along with other court fees. On a monthly basis, the proceeds of this fee should be transmitted by voucher to the Court Clerk Records Management and Preservation fund number 7210. Expenditures will be made on cash voucher claims (OSAI Form 270) approved by the court clerk and filed with the county clerk along with the invoice or other supporting documentation. The county clerk will prepare the cash voucher (OSAI Form 2691), register the cash voucher with the county treasurer to ensure sufficient funds are available for the payment, and remit to the vendor.



The court clerk shall compile a monthly report (OSAI Form 1727) and submit to the board of county commissioners detailing the funds collected, expended and the nature of the expenditures. A copy of this report is also required to be filed with the Administrative Director of the Courts. OSAI Form 1727 provides a tab for recording the balance and monthly transactions. This form is an Excel Workbook with three color coded tabs. The first tab contains the form instructions, second tab is the claim calendar, and the third tab is the monthly report summarizing the fund activity.

A copy of this bulletin and related forms are available on our website at www.sai.ok.gov.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Wilson". The signature is written in a cursive style.

Cheryl Wilson

County Management Services

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