

#16,373

**Order Approving
County Clerk's FY 2020-2021 Written Archive Plan**

**State of Texas
County of Hunt**

FILED FOR RECORD
at 10:39 o'clock 2 M

SEP 15 2020

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By Jennifer Lindenzweig

The Hunt County Commissioners Court hereby approve the Hunt County Clerk's Annual Written Archive Plan for the Fiscal Year 2020-2021, finding that all postings, and public hearing requirements have been met as per Local Government Code §118.025.

Approved and adopted this 15 day of September, 2020.

[Signature]
Bobby W. Stovall
County Judge

[Signature]
Eric Evans
Commissioner, Pct. 1

[Signature]
Randy Strait
Commissioner, Pct. 2

[Signature]
Phillip Martin
Commissioner, Pct. 3

[Signature]
Steven Harrison
Commissioner, Pct. 4

Attest:

[Signature]
Jennifer Lindenzweig
County Clerk



Records Management & Records Archive

Written Plan

Fiscal Year 2020-2021



Office of Hunt County Clerk
Jennifer Lindenzweig

Archive Plan Fiscal Year 2020-2021

Steps to Implement

- * Prepare Archive Plan (LGC 118.025(g))
- * Laws governing the collections and expense of Preservation and Records Management Fees
(Attachment A)
- * Posted notice in the Clerk's Office of Archive Fee charged (LGC 118.025(h))
(Attachment B)
- * Newspaper Ad Ran 15 days prior to hearing (LGC 118.025 (g))
(Attachment C)
- * Public Hearing (LGC 118.025(g))
- * Commissioner's Court Approval (LGC 118.025(i))

Plan

Phase 2 is underway with the assigned books having been picked up and delivered to the Kofile facility. The dedication page for the new binders has been approved. Advanced remediation and preservation is needed in Phase 2 due to discovery of mold with over 15,000 pages costing an additional \$105,227.20. We are working some in-house projects to be conducted before beginning Phase 3 with Kofile. These in-house projects will consist of purchasing the State birth and death indexes from 1903 to present, at approximately \$865.00, to be used to verify against hard copy records held in this office; scanning and adding older Commissioner Minutes to the online record search, beginning a civil case review and retention plan, and to begin verification of volume and page with the deed records against the current computer system for quality control.

Summary

The County Clerk's office has taken advantage of preserving and maintaining documents with the use of the records management and archive fee. These fees are dedicated to that task. The vast majority of the permanent records in the County Clerk's office were paper based and used on a daily basis by the public making them vulnerable to loss by theft, wear and tear. We are still currently working in house on scanning projects for older records as well as rescanning missing pages or bad scans and correcting indexing errors on older records and plats.

These records are preserved and repaired by adding the records management and archive fee to cover the cost of scanning and indexing the paper-based documents without additional cost to the County. Revenue collected and not expended in the fiscal year will be carried forward and used toward outstanding balances on the current projects. We will then re-assess and prioritize what records and/or documents need to be completed on future projects.

Laws

Fund 81 - Record Management LGC §118.0216

Sec. 118.0216. RECORDS MANAGEMENT AND PRESERVATION. (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk.

(b) The fee must be paid at the time of the filing of the document.

(c) The fee shall be deposited in a separate records management and preservation account in the general fund of the county.

(d) The fee may be used only to provide funds for specific records management and preservation, including for automation purposes.

(e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

Fund 88 - Records Archive LGC §118.025

Sec. 118.025. COUNTY CLERK'S RECORDS ARCHIVE.

(b) The commissioners' court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. 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.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioners' court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners' court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioner's court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the county clerk's office. The notice must state the amount of the fee in the following form: "THE COMMISSIONERS COURT OF _____ COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$ _____ IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

(i) The fee is subject to approval by the commissioners' court in a public meeting during the budget process.

("A")

COUNTY CLERK'S RECORDS ARCHIVE FEE

Local Government Code 118.025(h)

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the County Clerk's Office. The notice must state the amount of the fee in the following form:

“THE COMMISSIONERS COURT OF HUNT COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$10.00 IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS.”

#15,726 COMMISSIONER COURT MINTUES

August 27, 2019

“(B)”

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Notice Details

COUNTY CLERK'S RECORDS ARCHIVE FUND Notice is hereby given, per L.G.C. Sec. 118.025(g) that a public hearing regarding the County Clerk's Records Archive Fund shall be held on Tuesday, September 15, 2020 at 10:00 A.M. at 2700 Johnson Street, Greenville, Texas, in the Auxiliary Courtroom to allow public discussion regarding the use of these funds. Jennifer Lindenzweig Hunt County Clerk

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