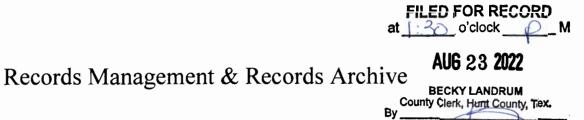
7,685



Written Plan

Fiscal Year 2022-2023



Office of Hunt County Clerk Becky Landrum

Archive Plan Fiscal Year 2022-2023

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 3 is complete; we are currently waiting for delivery of the newly preserved books and maps of Hunt County's Historical Election School Records including Ladonia School District map back to the courthouse from Kofile. As time allows, we will continue the in-house projects including rehousing books from a portable unit to a permanent unit and assessing those books for preservation if needed. Phase 4 preservation will include Marriage Records Volume A-Z listed in poor condition. With a price quote of \$145,600.00 and approximately 18,200 pages involved. We will continue to work with Kofile for an updated inventory going to the next several Phases.

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.

July 25, 2022

FILED FOR RECORD BECKY LANDRUM COUNTY CLERK HUNT CO. TX

NOTICE

22 JUL 25 AM 9: 53 DEPUR

RE: 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, August 23, 2022, 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.

Becky Landrum Hunt County Clerk

HERALD-BANNER | TUESDAY, AUGUST 2, 2022 **HUNT COUNTY CLERK** July 25, 2022 NOTICE AR KANADAT **RE: 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, August 23, 2022, 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. 1s/ Becky Landrum Becky Landrum **Hunt County Clerk**

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



5/12/2021

Honorable Becky Landrum Hunt County Clerk 2507 Lee Street, 2nd Floor Greenville, TX 75401

Dear Hon. Becky Landrum,

This proposal is for budgeting purposes and addresses Marriage Records A – Z and Deed Records 231 - 503 for the Hunt County Clerk's Office. Kofile Technologies, Inc. (Kofile) will address all necessary services for these assets.

Recommended services include conservation treatments, deacidification, mending, encapsulation, and rebinding.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration to prolong the existence and useful life of the original format. Often, this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate conservation, treatment, stabilization, preventative care, or digitization—or maintenance or repair. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation of Historic & Artistic Works (AIC).

CONDITION ASSESSMENT

This collection is in poor condition. Volumes are a combination of loose leaf/bound (sewn) and contain manuscript (handwritten)/typescript data. Many of the volumes contain pages that are extremely fragmented and are brittle and yellowing.

Due to the nature of these records, they maintain a PERMANENT retention schedule according to Local Retention Schedule CC (Revised Third Edition – Effective March 25, 2019)—13 TAC §(a)(3). Photographic documentation of these volumes is included below/on the following pages.







SCOPE OF SERVICES

Records receive the following services as identified:

(PRV) Preservation—Conserve, Treat, Mend & Repair, Deacidify, Encapsulate, Bind, & Re-house

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary in our Conservation Laboratory.
- Dismantle binding of the volumes by hand.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Sheets are flattened as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either special archival tissue and methyl cellulose adhesive or Filmoplast® R (an acrylic-based, heat set tissue).
- Deacidify each side of each sheet with a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than ± .5.
- Encapsulate sheets in Lay Flat Archival Polyester Pockets[™]. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the "book block", with a 1¼" margin.
- Re-bind in custom Heritage Recorder or Disaster Safe County Binders[™] (DSB). Each binder is manufactured on a per-book basis and is sized to ¼" incremental capacities. A volume may return split, depending on page count. Index tabs are repaired or replaced, as necessary.
- Imprint binder to match previous work per the direction of the Hunt County Clerk (to include County seal). A dedication/treatment report is included in the binder.

Other Included Services:

• Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.



PROJECT PRICE QUOTE

Pricing is based on a Good Faith Estimate of page counts. Billing occurs on actuals per agreed upon unit pricing, not to exceed the P.O. without authorization. Without a signed agreement, prices are good for 90 days.

HUNT COUNTY TEXAS							
	QUANTITY		-	LEVEL OF		Jeardate	
RECORD SERIES TITLE	PAGES	VOL.	NOTES	SERVICE	TOTAL	4	
Marriage Records	18,200	A-Z	Poor condition	PRV	\$145,600.00	3033	
Deed Records	77,400	231-350	Good condition	PRV	\$464,400.00	3034	
Deed Records	64,500	351-450	Good condition	PRV	\$387,000.00	3035	
Deed Records	34,185	451-503	Good condition	PR∨	\$205,110.00	2006	
ESTIMATED PROJECT TOTAL \$1,202,110							

COUNTY ACCEPTANCE

Payment Terms: Pay 25% upon executed agreement and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.

Signature/Title of County Representative

Date

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the County and Kofile.

• Records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.



For any TXMAS purchase, Hunt County reports the order on the TxSmartBuy System <www.txsmartbuy.com/>. Kofile can prepare a 'Cart' and 'share' it with the County to complete its purchase - see link:

 STATE OF TEXAS CO-OP MEMBER LISTING FOR GRAYSON COUNTY

 Link
 https://comptroller.texas.gov/auto-data/purchasing/co-op/c1160.php

 CO-OP#
 C1160

 Contact
 Cheryl Lowry, <u>clowry@huntcounty.net</u>

 Expires
 6-AUG-2022

https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?

&n=2&sc=1&cartid=11581276&sender=preserve@kofile.us&datetime=2021 7 28 12 32.

TXMAS BILLING LINE ITEMS								
TXMAS-13-36070 CONTRACT INFORMATION								
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL			
PRV701	96272	Record Book Preservation by Page	\$5.50/Page	194,285	\$1,068,567.50			
PRV716	96272	Special Conservation Treatments Per Hour	\$152.28/Hour	876.9537	\$133,542.50			
	.1	L		PROJECT TOTAL	\$1,202,110.00			

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact us with any questions.

Sincerely,

Stacy Cortesano

Sales Rep Account Executive