

*Margie Ramirez Ibarra
Webb County Clerk*



2016 – 2017

Archival Plan

Webb County Clerk Archival Plan

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I STATUTE

House Bill 370 enacted by the 7th Legislature of the State of Texas, amended Vernon Texas Code Annotated, Local Government Code, Section 118.011 (e), governed by Section 118.025, enabled the Commissioners Court to adopt a Records Archive Fee for the preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive.

On May 21, 2013 during the 83rd Legislative Regular Session HB1513 was passed relating to temporary increases in the records archive fees and the records management and preservation fees charged by district and county clerks.

Article 1. authorized the commissioners court of a county to increase the county clerk's Records Archive Fee from \$5 to not more than \$10. Article .1 took effect September 1, 2013.

Article 2. would revert the fees to fee amounts prior to the increase in Article 1. and would take effect September 1, 2019.

II PURPOSE

Official Webb County records prior to 1991 are in their original paper and book copies. They are exposed to deterioration from daily usage and the unfavorable elements in the storage areas. The County Clerk's Office seeks to preserve the existing original records by restoring or recreating books, digitizing older paper records, re-indexing handwritten indexed records, and entering the images and data to a computerized system.

The goal of the County Clerk's Office is to:

- continue to modernize and upgrade the systems in the Office*
- continue to add records and information to the existing computer system; Commissioners Court, Marriage Licenses, Probate cases, Official Public Records, Criminal cases, and Civil cases from 1848*
- expedite records searching by having more records available for electronic retrieval*
- continue to eliminate the need for paper records*
- scan all historical records and make them available electronically to the public*
- preserve original records by reducing daily usage*
- reclaim much needed space in the public records area*

III REVENUE

	Approximately
OPR Documents filed weekly	550
	X
	<u>\$10.00 per document</u>
	\$ 5,500.00 per week
	X
	<u>52 weeks</u>
	\$286,000.00 a year

IV EXPENDITURE

As of August 2016 the County Clerk Archive Fund has an approximately \$920,317 (includes projected revenues & expenditures for Sept. 2016). All monies not used during the fiscal year under this plan accumulate as revenues for further projects.

We are requesting approval in our plan to:

- purchase shelving for the restoration of our books*
- restore and scan Probate, Commissioners Court, and Marriage Records as funds permit*

V RESTORATION AND PRESERVATION PROJECTS

The main objective of our Archival Restoration and Preservation Project is to continue scanning historical documents and make them more readily accessible to the public without the liability of further damaging the frail volumes and documents.

The County Clerk's Office is currently in the process of receiving preserved and restored Webb County Commissioners Court Minutes dating from 1873 through 1912. Our next preservation project includes Probate records dating back from 1848.

VI LENGTH OF PROJECT

During the 2016-2017 Fiscal Year we plan to continue scanning part of our Marriage Licenses, Commissioners Court, and Probate Records which date back to 1840. This project is very delicate because we first have to send our older books or files through a Restoration Process so they can be scanned at a cost of approximately \$800 per book. We will continue our Archival Restoration and Preservation Projects always looking for the best way to preserve our history.

The Records Archival Plan being presented is for the continued scanning, indexing, and recording of those records deemed Archival Records. Our office plans are to continue working on this project until all of our archival information has been preserved and our books have been restored.

County Clerk
Department 1120
Margie Ramirez Ibarra

2015 Budget Worksheet

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Request
						As of 08/31/2016	
3000 Personnel Cost							
5001 Payroll Cost	19,692	55,904	53,284	18,255	28,270	51,194	66,672
5005 Part Time	15,212	17,367	17,978	21,986	21,915	20,823	35,000
5301 Fica County Share	2,571	5,452	5,221	3,016	3,737	5,352	7,770
5303 Retirement County Share	1,410	6,254	7,362	4,320	4,317	6,802	10,919
5304 Health Life Insurance	2,928	8,800	9,110	3,375	5,850	8,747	11,700
5305 Worker Compensation	234	491	477	270	336	88	681
5306 Unemployment Tax	340	1,016	906	262	325	440	1,676
	42,387	95,284	94,339	51,483	64,750	93,446	134,418
3100 Operating Expenditures							
5601 Administrative Travel	2,304	2,235	4,600	2,382	3,300	1,287	6,000
6001 Office Supplies	414	-	353	-	-	-	2,500
6004-2 Cell Phone Cost	-	-	-	-	-	-	100
6011 Training & Education	-	1,520	-	-	223	-	2,000
6022 Professional Services	5,512	32,500	-	-	-	-	320,000
6202 Uniforms	-	484	996	661	1,433	30	2,000
6205 Materials & Supplies	-	8,088	844	3,635	3,692	-	14,000
6224 Minor Tools & Apparatus	-	-	841	-	17,413	273	30,000
6411 Repairs & Maintenance - Software	10,890	908	-	-	-	-	5,000
	19,120	45,735	7,634	6,678	26,061	1,590	381,600
Department Total	\$61,507	\$141,019	\$101,973	\$58,161	\$90,811	\$95,036	\$516,018
Fund Total	\$97,242	\$23,776	\$69,882	\$228,809	\$243,359	\$199,154	(\$206,017.72)

County Clerk
 Department 1120
 Margie Ramirez Ibarra

2015 Budget Worksheet

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	As of 08/31/2016	2016 Actual	2017 Request
1100 Fees of Office								
3116 Records Preservation Fees	102,374	99,160	96,910	156,110	171,340	146,480	146,480	160,000
3116-E Records Archive Fees	56,375	65,635	74,945	130,860	162,830	147,710	147,710	150,000
	158,749	164,795	171,855	286,970	334,170	294,190	294,190	310,000
Department Total	\$158,749	\$164,795	\$171,855	\$286,970	\$334,170	\$294,190	\$294,190	\$310,000

County Clerk
 Department 1120
 Margie Ramirez Ibarra

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	Grade/Step/EQ	W/C Code
2242	Records Imaging Specialist		-	100	10/A-E	8810
2243	Records Imaging Specialist		14.43	30,009	10/E	8810
2359	Administrative Coordinator		17.58	36,563	14/E	8810
Approved Employee Slots = 2						66,672

5005 Part Time

35,000

Total **101,672**

**FUND 005
COUNTY CLERK ARCHIVE**

**DEPARTMENT # 1120
Margie Ramirez Ibarra, County Clerk**

SLOT #	5001 Annual Gross	5301 FICA (0.0765) 106,800 SS LIMITATION	5303 Retirement (0.1075)	5304 Insurance	5305 W/C Annual (0.0067)	5306 Unemployment (0.0165)	Annual Total	W/C Code	W/C Rate
2242	-	-	-	-	-	-	-	8810	0.007
2243	30,009	2,295.69	3,225.97	5,850.00	201.06	495.15	12,067.86	8810	0.007
2359	36,563	2,797.07	3,930.52	5,850.00	244.97	603.29	13,425.85	8810	0.007
	<u>66,572</u>	<u>5,093</u>	<u>7,156</u>	<u>11,700</u>	<u>446</u>	<u>1,098.44</u>	<u>25,494</u>		Sub-Total
PT	<u>35,000</u>	<u>2,677.50</u>	<u>3,762.50</u>	NONE	<u>234.50</u>	<u>577.50</u>	<u>7,252.00</u>	8810	0.007
	<u>101,572</u>	<u>7,770.26</u>	<u>10,918.99</u>	<u>11,700.00</u>	<u>680.53</u>	<u>1,675.94</u>	<u>32,745.72</u>		Total F/B

\$134,317.72

WEBB COUNTY §

STATE OF TEXAS §

ORDER TO ADOPT ARCHIVAL PLAN

WHEREAS, Vernon Texas Code Annotated, Local Government Code, §118.011 (e), enabled the Commissioners Court to adopt a Records Archive Fee, for the preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive;

WHEREAS, Commissioners Court approved to raise the Records Archive Fee to \$5.00 on September 22, 2003, which the County Clerk's Office collects at the time of filing or recording of any public record;

WHEREAS, Commissioners Court approved to raise the Records Archive Fee from \$5.00 to \$10.00 on September 9, 2013, which the County Clerk's Office collects at the time of filing or recording of any public record;

WHEREAS, the fee is deposited in a separate Records Archive Account in the General Fund of the County;

WHEREAS, after holding a Public Hearing on September 12, 2016 to present the Archival Plan, and the Plan being accepted as presented;

NOW THEREFORE, BE IT ORDERED by the Commissioners Court of Webb County, pursuant to Vernon Texas Code Annotated, Local Government Code, §118.011 (e), hereby adopts the Archival Plan for 2016-2017 Fiscal Year to be implemented by the County Clerk with all the changes as presented:

- *continue to modernize and upgrade the systems in the Office*
- *continue to scan, add records and information to the existing computer system; Birth certificates, Death certificates, Marriage Licenses, Probate cases, Official Public Records from 1848, Criminal cases, and Civil cases*
- *scan all historical records and make them available electronically to the public*
- *reclaim much needed space in the public records area and Records Management on Hwy 59*
- *personnel cost of \$101,672 including fringe benefits*

The \$10.00 fee collected at the time of filing or recording of any Public document may be expended only for the preservation and restoration of the County Clerk's records archive. 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 Vernon Texas Code Annotated, Local Government Code, §193.009 (b)(4); effective September 28, 2015.

ADOPTED, this 12th day of September 2016.

WEBB COUNTY COMMISSIONERS COURT

TANO E. TIJERINA
County Judge

FRANK J. SCIARAFFA
Commissioner Precinct No. 1

ROSAURA "WAWI" TIJERINA
Commissioner Precinct No. 2

JOHN C. GALO
Commissioner Precinct No. 3

JAIME ALBERTO CANALES
Commissioner Precinct No. 4

Attest:

MARGIE RAMIREZ IBARRA
Webb County Clerk