

*Margie Ramirez Ibarra
Webb County Clerk*



*2018–2019
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 2018 the County Clerk Archive Fund has an approximate \$683,937. 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:

- preservation of two-hundred (200) plats from May 21, 1920 – August 18, 1936*
- purchase two (2) plat cabinets*
- restore, scan, and preserve plats, Probate, Marriage, and other miscellaneous historical Public Records as funds permit*

County Clerk
Department 2310
Margie Ramirez Ibarra

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	Grade/Step/EQ	W/C Code
2242	Records Imaging Specialist		-	100	10/A	8810
2243	Records Imaging Specialist		-	100	10/A	8810
2359	Administrative Coordinator		17.58	36,563	14/E	8810
Approved Employee Slots = 3						36,763

5005 Part Time 35,000

Total 71,763

**FUND 2003
COUNTY CLERK ARCHIVE**

DEPARTMENT # 2310

Margie Ramirez Ibarra, County Clerk

SLOT #	5001 Annual Gross	5301 FICA (0.0765) 106,800 SS LIMITATION	5303 Retirement (0.1177)	5304 Insurance \$238.85	5305 W/C Annual (0.0067)	5306 Unemployment (0.0076)	Annual Total	W/C Code	W/C Rate
2242	-	-	-	-	-	-	-	8810	0.0067
2243	-	-	-	-	-	-	-	8810	0.0067
2359	36,563	2,797	4,303	6,210	245	278	13,833	8810	0.0067
	36,563	2,797	4,303	-	245	278	7,623		Sub-Total
PT	35,000	2,678	NONE	NONE	235	266	3,178	8810	0.0067
	71,563	5,475	4,303	6,210	479	544	10,801		Total F/B

88,574

2019 Budget
Request

Account	Account Description	Department
Fund 2003	County Clerk Archive Fund	
REVENUE		
Department 2310	County Clerk	
<i>Charges for Services</i>		
341127	Records Preservation Fees	150,000.00
341127-015	Records Preservation Fees E Archive Fees	150,000.00
<i>Charges for Services Totals</i>		
	Department: 2310 - County Clerk Totals	\$300,000.00
	REVENUE TOTALS	\$300,000.00
EXPENSE		
Department 2310	County Clerk	
Division 001	Administration	
<i>Personnel Cost</i>		
410000	Payroll Cost	387,523.00
412000	Part Time	35,000.00
<i>Personnel Cost Totals</i>		
	Department: 2310 - County Clerk	\$71,563.00
<i>Fringe Benefits</i>		
421000	Health Life Insurance	7,410.00
422000	Fica County Share	5,597.00
423000	Retirement County Share	8,610.00
425000	Unemployment Tax	556.00
426000	Worker Compensation	491.00
<i>Fringe Benefits Totals</i>		
	Department: 2310 - County Clerk	\$17,011.00
<i>Operating Expenditures</i>		
432001	Professional Services	200,000.00
456205	Training & Education	1,000.00
456305	Uniforms	1,000.00
458000	Administrative Travel	2,000.00
460000	Office Supplies	1,000.00
<i>Operating Expenditures Totals</i>		
	Department: 2310 - County Clerk	\$293,574.00
<i>Operating Expenditures Totals</i>		
	Department: 2310 - County Clerk	\$293,574.00
	EXPENSE TOTALS	\$300,816.00
Fund 2003	County Clerk Archive Fund Totals	
	REVENUE TOTALS	\$300,000.00
	EXPENSE TOTALS	\$300,816.00

Account	Account Description	2019 Budget	Review
Fund	2003 - County Clerk Archive Fund		
	Net Grand Totals		\$ 6,426.00
	REVENUE GRAND TOTALS	\$300,000.00	
	EXPENSE GRAND TOTALS	\$300,000.00	\$293,574.00
	Net Grand Totals	(\$000,000)	\$ 6,426.00

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 next preservation project is to restore the plat and Probate records dating back to 1873. With the date of September 1, 2019 fast approaching, our filing fee of \$10.00 will revert back to \$5.00 leaving us with less time to collect for the restoration of all pending Probate, Marriage, and other miscellaneous historical Public Records.

VI LENGTH OF PROJECT

During the 2018-2019 Fiscal Year we plan to continue scanning part of our Marriage Licenses, Public Records, 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.