

*Margie Ramirez
Ibarra
Webb County Clerk*



2020 -2021

Archival Plan

Webb County Clerk Archival Plan

I. Statute

II. Purpose

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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.

On April 26, 2019 during the 86th Legislative Regular Session SB658 passed, making permanent the former temporary increases of the records archive fee of \$10 charged by district and county clerks. Effective 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

OPR Documents filed weekly	Approximately
	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 2020 the County Clerk Archive Fund has an approximate balance of \$1,200,000. 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 two (2) plat cabinets*
- Restore, scan, and preserve plats, Probate, Marriage, and other miscellaneous historical Public Records as funds permit*
- Hire an administrative Coordinator*
- Currently we are preserving our plat cabinets 1-4 at a cost of over \$400,000.00.*

County Clerk
Department 2310
Margie Ramirez Ibarra

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual Base Pay	Discretion/ Longevity	Annual	Grade/Step
2242	Records Management Specialist		13.73	28,554.43		100	10/A
2243	Records Management Specialist		13.73	28,554.43		100	10/A
2359	Administrative Coordinator		16.73	34,790.80	0.00	34,791	14/A-E
Approved Employee Slots = 3						Payroll =	34,991

412000 Part Time

35,000

Note:

Personnel General Order confirms to the Wage Classification and Compensation Plan.

*The D/L line item is exclusive and unique to each employee. Upon separation from the department, the D/L in that slot reverts back to \$0.00.

**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 (0.1156)	5304 Insurance \$385.00	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	10,010	245	278	17,633	8810	0.0067
	36,563	2,797	4,303	10,010	245	278	17,633		Sub-Total
PT	35,000	2,678	NONE	NONE	235	266	38,178	8810	0.0067
	71,563	5,475	4,303	10,010	479	544	55,811		Total F/B

92,374

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Department Request	2021 Proposed
Fund 2003 - County Clerk Archive Fund			
Department 2310 - County Clerk			
Division 001 - Administration			
REVENUE			
341127	Records Preservation Fees	150,000.00	.00
341127-015	Records Preservation Fees E Archive Fees	150,000.00	.00
	<i>Changes for Services Totals</i>	\$300,000.00	\$0.00
	<i>Departmental 2310 - County Clerk Totals</i>	\$300,000.00	\$0.00
	REVENUE TOTALS	\$300,000.00	\$0.00
EXPENSE			
Department 2310 - County Clerk			
Division 001 - Administration			
410000	Payroll Cost	37,166.00	.00
412000	Part Time	35,136.00	.00
	<i> fringe benefits</i>	\$72,302.00	\$0.00
422000	Fica County Share	5,530.00	.00
423000	Retirement County Share	8,893.00	.00
425000	Unemployment Tax	499.00	.00
426000	Worker Compensation	36.00	.00
	<i> fringe benefits Totals</i>	\$14,958.00	\$0.00
	<i>Operating Expenses</i>		
432001	Professional Services	400,000.00	.00
456205	Training & Education	1,000.00	.00
456305	Uniforms	1,000.00	.00
458000	Administrative Travel	2,000.00	.00
460000	Office Supplies	1,000.00	.00
460105	Minor Tools & Apparatus	1,000.00	.00
	<i>Operating Expenses Totals</i>	\$406,000.00	\$0.00
	<i>Departmental 2310 - County Clerk Totals</i>	\$493,260.00	\$0.00
	EXPENSE TOTALS	\$493,260.00	\$0.00
	<i>fund 2003 - County Clerk Archive Fund Totals</i>		
	REVENUE TOTALS	\$300,000.00	\$0.00
	EXPENSE TOTALS	\$493,260.00	\$0.00
	fund 2003 - County Clerk Archive Fund Totals	(\$193,260.00)	\$0.00

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. Due to the current situation with COVID-19 we are in desperate need to have all of our records to be accessible to our customers. We have a great demand on all of our records which include (Property Records, Vitals (Marriage License, Birth & Death and DD-214 Records and Courts (Misdemeanor, Juvenile, Civil, Probate, Small Estates, & Mental Commitments). Most importantly is to preserve our records which are deteriorating.

VI LENGTH OF PROJECT

During the 2020-2021 Fiscal Year, as money permits we plan to continue scanning part of our Marriage Licenses, Public Records, and Probate Records that 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 \$1,000 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 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.

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 14, 2020 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 2020-2021 Fiscal Year to be implemented by the County Clerk with all the changes as presented:

ADOPTED, this 14th day of September 2020.

WEBB COUNTY COMMISSIONERS COURT

TANO E. TIJERINA
County Judge

JESSE GONZALEZ
Commissioner Precinct No. 1

ROSAURA "WAWI" TIJERINA
Commissioner Precinct No. 2

JOHN C. GALO
Commissioner Precinct No. 3

CINDY LIENDO
Commissioner Precinct No. 4

Attest:

MARGIE RAMIREZ IBARRA
Webb County Clerk