

*Margie Ramirez  
Ibarra  
Webb County Clerk*



*2023 -2024*

# *Archival Plan*

*Webb County Clerk*

## *Archival Plan*

*I. Statute*

*II. Purpose*

*III. Revenue*

*IV. Expenditures*

*V. Restoration and Preservation Project*

*VI. Length of Project*

*VII. Order*

## *I STATUTE*

*House Bill 370 enacted by the 7<sup>th</sup> 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 83<sup>rd</sup> 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 86<sup>th</sup> 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*

	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 2023 the County Clerk Archive Fund has an approximate balance of \$1,300,000. 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*
- Continue preserving our marriage, property, and probate records at a cost of over \$400,000.00.*
- Purchase additional shelves for our probate records.*

## *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. We have a great demand on all of our records which include Property Records, Vitals (Marriage License, Birth & Death), DD-214 Records and Courts (Misdemeanor, Juvenile, Civil, Probate, Small Estates, & Mental Commitments). Most importantly is to preserve our records and books which are deteriorating.*

## *VI LENGTH OF PROJECT*

*During the 2023-2024 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 County;*

*WHEREAS, after holding a Public Hearing on August 28, 2023 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 2023-2024 Fiscal Year to be implemented by the County Clerk with all the changes as presented:*

*ADOPTED, this      day of August 2023.*

*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*

---

*RICARDO JAIME*  
*Commissioner Precinct No. 4*

*Attest:*

---

*MARGIE RAMIREZ IBARRA*  
*Webb County Clerk*

**Margie Ramirez Ibarra**  
**Webb County Clerk**

**Department 2310**

<b>SLOT #</b>	<b>TITLE</b>	<b>HOURLY RATE</b>	<b>ANNUAL</b>	<b>GRADE/STEP/EQ</b>	<b>W/C CODE</b>
<b>2242</b>	<b>Records Management Specialist</b>	<b>-</b>	<b>100</b>	<b>10/A</b>	<b>8810</b>
<b>2359</b>	<b>Project Coordinator</b>	<b>-</b>	<b>42,344.00</b>	<b>16/H</b>	<b>8810</b>

<b>Approved Slots= 2</b>	<b>42,444.00</b>
--------------------------	------------------

**5005 (Part Time)      35,000.00**

**Total 77,444.00**