



*Margie Ramirez Ibarra  
Webb County Clerk*

# *Webb County Clerk Archival Plan*

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## *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.*

*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 from 1848, Criminal cases, and Civil cases*
- 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 September 2014 the County Clerk Archive Fund Balance was \$623,569. We are requesting an additional \$281,546 to be added to the County Clerk Archive Expense Account. 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*
- increase the Minor Tools and Apparatus account to \$60,000 for the purchase of computers and scanners to assist in our project*
- increase the Professional Services account to \$290,000*
- increase the Part Time account to \$35,000*
- fully fund and fill Slot# 2243, in accordance to the wage and classification scale, currently at \$100*

## *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 these frail volumes and documents.*

## VI LENGTH OF PROJECT

*During the 2014-2015 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 to the court has no end date. This plan is for 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 8, 2014 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 2014-2015 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 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*
- *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 and any corrections needed for the Archival Plan*

*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 8, 2014.*

*ADOPTED, this 8<sup>th</sup> day of September 2014.*

*WEBB COUNTY COMMISSIONERS COURT*

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*DANNY VALDEZ  
County Judge*

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*LINDA R. RAMIREZ  
Commissioner Precinct No. 1*

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*ROSAURA "WAWI" TIJERINA  
Commissioner Precinct No. 2*

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*JOHN C. GALO  
Commissioner Precinct No. 3*

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*JAIME ALBERTO CANALES  
Commissioner Precinct No. 4*

*Attest:*

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*MARGIE RAMIREZ IBARRA  
Webb County Clerk*