

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;*

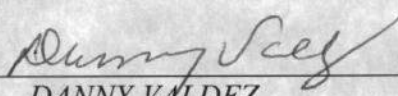
*NOW THEREFORE, BE IT ORDERED by the Commissioners Court of Webb County, pursuant to Vernon Texas Code Annotated, Local Government Code, §118.011 (e), hereby adopts the Archival Plan for 2014-2015 Fiscal Year to be implemented by the County Clerk with all the changes as presented:*

- *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*

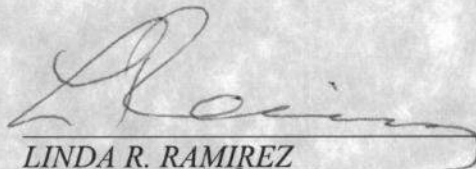
The \$10.00 fee collected at the time of filing or recording of any Public document may be expended only for the preservation and restoration of the County Clerk's records archive. The funds may not be used to purchase, lease or develop computer software to geographically index public records, excluding 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



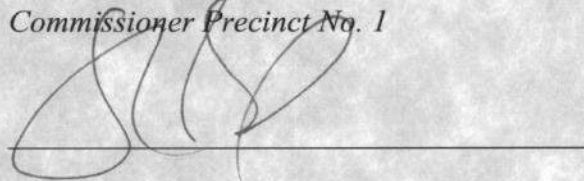
DANNY VALDEZ  
County Judge



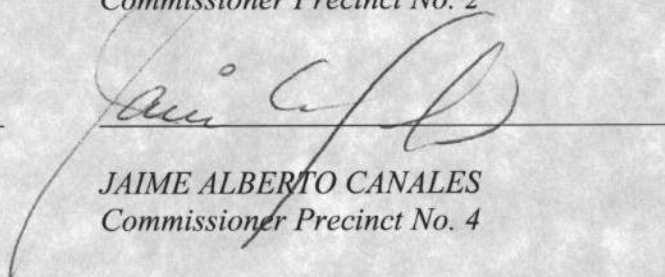
LINDA R. RAMIREZ  
Commissioner Precinct No. 1



ROSAURO "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



## Fund 005 - County Clerk Archive Fund

	<b>2014 Adopted Budget</b>	<b>2015 Proposed Budget</b>
EXPENSE		
Department 1120		
3000 Personnel		
5001 Payroll Cost	66,298	91,152
5005 Part Time	22,000	35,000
5301 Fica County Share	6,755	9,651
5303 Retirement County Share	9,493	13,561
5304 Health Life Insurance	11,620	17,550
5305 Worker Compensation	592	845
5306 Unemployment Tax	1,457	2,082
<b>Total</b>	<b>118,215</b>	<b>169,841</b>
3100 Operating		
5601 Administrative Travel	2,500	4,000
6001 Office Supplies	2,500	2,500
6004-2 Cell Phone Cost	1,200	1,200
6011 Training & Education	3,500	1,000
6022 Professional Services	90,000	290,000
6202 Uniforms	1,000	2,000
6205 Materials & Supplies	14,000	14,000
6224 Minor Tools & Apparatus	30,000	60,000
6411 Repairs & Maintenance	15,000	15,000
<b>Total</b>	<b>159,700</b>	<b>389,700</b>
<b>Grand Total</b>	<b>277,915</b>	<b>559,541</b>
<b>Difference</b>	<b>281,626</b>	

County Clerk  
Department 1120  
Margie Ramirez Ibarra

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	W/C Code
2242	Records Imaging Specialist			30,384	8810
2243	Records Imaging Specialist			30,384	8810
2359	Records Imaging Specialist			30,384	8810
Approved Employee Slots = 3					91,152

5005 Part Time 35,000