



Margie Ramirez Ibarra
Webb County Clerk

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

OPR Documents filed weekly

Approximately

550

X

\$10.00 per document

\$ 5,500.00 per week

X

52 weeks

\$286,000.00 a year

IV EXPENDITURE

As of September 2015 the County Clerk Archive Fund Balance was \$801,722. We are requesting an addition of approximately \$20,000 to be supplemented 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*
- change Slot# 2359 from Records Archival Specialist to Administrative Coordinator – Classification 14/A-E, Annual \$34,790.80 - \$36,563.23 with fringe benefits in compliance with the wage plan (increase to step E after six months)*
- change Slot# 2243 from Classification 10/A/A/ to 10/A-E, with an Annual ranging from \$28,554.00 - \$30,009.15 with fringe benefits (increase to step E after six months)*

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 2015-2016 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 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 28, 2015 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 2015-2016 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 scan, 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
- scan all historical records and make them available electronically to the public
- reclaim much needed space in the public records area, Tex-Mex Building, and Records Management on Hwy 59
- change Slot# 2359 from Records Archival Specialist to Administrative Coordinator – Classification 14/A-E, Annual \$34,790.80 - \$36,563.23 with fringe benefits in compliance with the wage plan (increase to step E after six months)
- change Slot# 2243 from Classification 10/A/A/ to 10/A-E, with an Annual ranging from \$28,554.00 - \$30,009.15 with fringe benefits (increase to step E after six months)
- personnel cost of \$130,126 including fringe benefits
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 28, 2015.

ADOPTED, this 28th day of September 2015.

WEBB COUNTY COMMISSIONERS COURT

*TANO E. TIJERINA
County Judge*

*FRANK J. SCIARAFFA
Commissioner Precinct No. 1*

*ROSAURA "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*

County Clerk
 Department 1120
 Margie Ramirez Ibarra

Slot #	Title	Bi-Weekly Pay	Hourly Rate	Annual	Grade/Step/EQ	W/C Code
2242	Records Imaging Specialist		13.73	28,554	10/A/A	8810
2243	Records Imaging Specialist		14.43	30,009	10/A-E	8810
2359	Administrative Coordinator		17.58	36,563	14/A-E	8810

Approved Employee Slots = 3	95,126
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5005 Part Time	35,000
Total	130,126



Margie R. Ibarra
WEBB COUNTY CLERK

TITLE: Administrative Coordinator
DEPARTMENT: Webb County Clerk's Office – Records Archive
REVISION DATE: FY 2015 - 2016

SUMMARY:

- Assists Co-Chief Deputy with any and all pending projects set forth for the preservation and archival of documents; Assist customers both via telephone or walk-ins to the fullest without giving any legal advice or making any recommendations and/or take messages if need be. Coordinates and works together with other staff members in the disposing and retention of all office records and in using office space. Assures that all departmental employees currently under the Records Archive adhere to the guidelines set forth for the proper archival and preservation of all documents.

QUALIFICATIONS:

- Must possess a high school diploma or equivalent (GED)
- Must be willing to learn operation of office computer system
- Must have knowledge of standard office equipment
- Must be able to multi-task
- Must type 30 wpm
- Must be bilingual (English/Spanish)
- Must possess customer service skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain oath of confidentiality for all confidential records
- Assist Co-Chief Deputy in daily tasks assigned for achieving of long and short goals for the preservation and archival of documents
- Assists Co-Chief Deputy with the proper disposing and retention of records in adherence to the state retention schedules and guidelines set forth by the Texas State Library and Archives Commission
- Performs other duties as assigned
- Provide accurate inventory of all books and documentation currently in the Tex-Mex Building, Records Management facility, Webb County Clerk's Office, and/or any other storage facility

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift/push 30-45 lbs (volumes, boxes, files, carts, or other small equipment/devices)



Margie R. Ibarra
WEBB COUNTY CLERK

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid and current driver's license
- Webb County Drug and Alcohol Policies apply to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.
- Must be knowledgeable of all duties associated with a Deputy Clerk in the Public Records and Courts Division

SUPERVISORY:

- This job has some supervisory responsibilities.

ACKNOWLEDGMENT:

I, the undersigned, have read, discussed, and understood the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied. Additionally, I, understand that my duties are not limited to those listed.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date