

14,777

Records Management & Records Archive

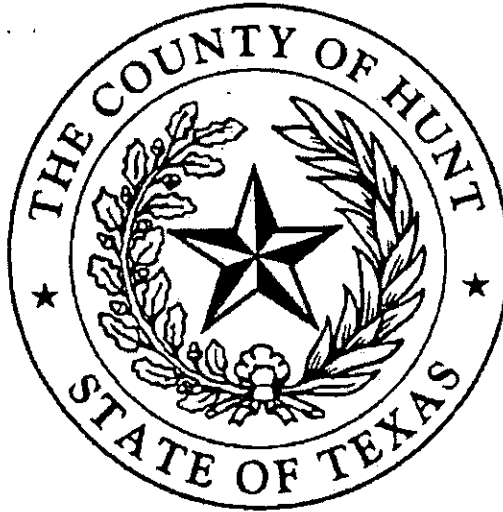
Written Plan

Fiscal Year 2017/18

FILED FOR RECORD
at 10:00 o'clock a.m.

AUG 28 2017

JENNIFER LINDENZWEIG
County Clerk Hunt County, TX
By: *J. Lindenzweig*



Office of Hunt County Clerk
Jennifer Lindenzweig

Laws

Fund 81 - Record Management LGC §118.0216

Sec. 118.0216 RECORDS MANAGEMENT AND PRESERVATION. – Each document Filed \$10.00 (a) The fee for “Records Management and Preservation” under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk. (b) The fee must be paid at the time of the filing of the document. (c) The fee shall be deposited in a separate records management and preservation account in the general fund of the county. (d) The fee may be used only to provide funds for specific records management and preservation, including for automation purposes. (e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

Fund 88 - Records Archive LGC §118.025

Sec 118.025 Each document filed \$10.00 (b) the commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county’s annual budget. The fee must be set and itemized in the county’s budget as part of the budget preparation process. The fee for “Records Archive” under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. (e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. (g) the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk’s records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. **(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the County Clerk’s Office. The notice must state the amount of the fee in the following form: “The Commissioners Court of ___ County has determined that a Records Archive Fee of \$___ is needed to preserve and restore county records.”**

Archive Plan Fiscal Year 2017/18

Steps to Implement

- * Posted notice in the Clerk's Office of Archive Fee charged (LGC 118.025(h))
Copy attached
- * Prepare Archive Plan (LGC 118.025(g))
- * Newspaper Ad Ran 15 days prior to hearing (LGC 118.025 (g))
Copy attached
- * Public Hearing (LGC 118.025(g)): *copy of posted notice attached*
- * Commissioner's Court Approval (LGC 118.025(i))

Plan

With the assistance of Kofile Technologies, we have completed an inventory of the original property records housed on the 5th/6th floors of the Courthouse as well as the Plat records stored in the Deed Room on the 1st Floor. Phase 1 of the Preservation Project is for the Preservation of Manuscript Records and Archival Digitization of Plat Records. We have 230 volumes of deed records (approximately 147,200 pages) and 8 plat cabinets (approximately 2,845 pages) that need to be preserved. This will allow us to remove the duplicated books currently located in the Deed Room and take the original books out of storage and make them available to the public once again.

Phase 1 will consist of Preservation of the manuscript volumes which is to conserve, treat, deacidify, encapsulate, rebind and archival storage solution of custom-fitted Disaster Safe County Binder with a dedication and treatment report. For the Plats we will do Archival Imaging which is image capture, clean up and zonal enhancements. The price for Phase 1 is \$699,478.30 which will be paid from the County Clerk's Archive Fund and Records Management Fund.

Updates and stage progression of this project will be addressed and adjusted accordingly.

Summary

The County Clerk's office has taken advantage of preserving and maintaining documents with the use of the records management and archive fee. These fees are dedicated to that task. The vast majority of the permanent records in the County Clerk's office were paper based and used on a daily basis by the public making them vulnerable to loss by theft, wear and tear. We are still currently working in house on scanning projects for older judicial records as well as rescanning missing pages or bad scans and correcting indexing errors on older records and plats.

These records are preserved and repaired by adding the records management and archive fee to cover the cost of scanning and indexing the paper-based documents without additional cost to the County. Revenue collected and not expended in the fiscal year will be carried forward and used toward outstanding balances on the current projects. We will then re-assess and prioritize what records and/or documents need to be completed on future projects.

COUNTY CLERK'S RECORDS ARCHIVE FEE

Local Government Code 118.025(h)

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the County Clerk's Office. The notice must state the amount of the fee in the following form:

**“THE COMMISSIONERS COURT OF
HUNT COUNTY HAS DETERMINED
THAT A RECORDS ARCHIVE FEE OF
\$10.00 IS NEEDED TO PRESERVE
AND RESTORE COUNTY RECORDS.”**

#12,830 COMMISSIONER COURT MINTUES

August 13, 2013

Shiloh Church of God in Christ, 3018 Henry Street, Greenville, is hosting a summer picnic from 11 a.m. to 7 p.m. Saturday.

The day will include food, fellowship, a talent show and games — three on three basketball tournaments, volleyball tournaments — and bounce houses and prizes for kids.

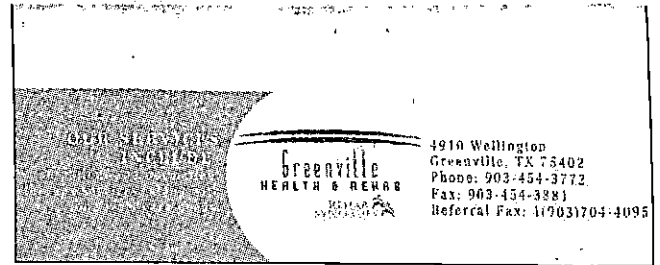
Vendors will be on hand for those seeking employment. Everyone is invited.

I have put all of my favorite laundry and stain-fighting hints (removing coffee, grass and lipstick stains, etc.) into a handy pamphlet, perfect for college kids, and for everyone else, too!

Would you like to receive one? Visit www.Heloise.com to order,

symbols, numbers and spaces usually are not allowed. I never use my dog's name, my house number or my phone number — anything easily associated with me.

My hint is to make



4910 Wallington
Greenville, TX 75402
Phone: 903-454-3772
Fax: 903-454-3881
Referral Fax: 1(903)704-4095

County of Hunt:
Public Hearing scheduled on County Clerk's Archive Plan

NOTICE

RE: COUNTY CLERK'S RECORDS ARCHIVE FUND

Notice is hereby given, per L.G.C. Sec. 118.025(g) that a public hearing regarding the County Clerk's Records Archive Fund shall be held on Monday August 28, 2017 at 9:00 A.M. at 2700 Johnson Street, Greenville, Texas, in the Auxiliary Courtroom to allow public discussion regarding the use of these funds.

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FIVE-DAY FORECAST TEXAS CITIES

TODAY HIGH: 94°

Today Fri.

AccuWeather.com Greenville Forecast

THURSDAY, AUGUST 10, 2017
A5



HUNT COUNTY
★ TEXAS ★

John L. Horn
Hunt County Judge

Amanda L. Blankenship
Executive Assistant

903.408.4146
903.408.4299 Fax

Post Office Box 1097
Greenville, TX
75403-1097

NOTICE OF PUBLIC HEARING

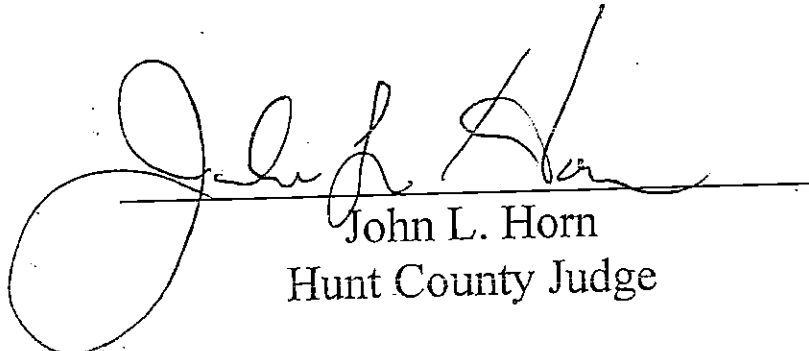
17 AUG 31 11:00 AM
Amanda Blankenship

Please be advised that a public hearing will be held on Monday, August 28, 2017, at 9:00 AM, in the Auxiliary Courtroom, at 2700 Johnson Street, Greenville, Texas, to discuss and possibly take action on:

1. Adoption of the FY 2017-2018 Hunt County Budget.
2. Adoption of the FY 2017-2018 Hunt County Property Tax Rate.
3. Adoption of the FY 2017-2018 Hunt County Clerk's Record Archive Plan.

This budget will raise more total property taxes than last year's budget by \$ 2,113,955 (8.73%), and of that amount \$877,547 is tax revenue to be raised from new property added to the tax roll this year.

This hearing is considered an Open Meeting, and shall be conducted as such, therefore the public is welcome to attend. Should you have any questions, please feel free to contact Amanda L. Blankenship at 903-408-4146.


John L. Horn
Hunt County Judge