

#15,241

Records Management & Records Archive

Written Plan

Fiscal Year 2018/19

FILED FOR RECORD
at 4:30 o'clock P
AUG 28 2018
JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By: *Jennifer 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 2018/19

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

Completion of Phase I, as approved for FY 2017/18, in archiving/restoration/preservation of 230 volumes of deed records and 8 plat cabinets. The Plat cabinets have been completed and the original plats and digital images have been returned to the Clerk's Office. The 229 volumes, corrected from the original 230 volumes due to volume 200 not actually being a book but a "place holder" for plat information, have been completed by restoring, archiving and binding in the new Disaster Safe Binders. New shelving to house these archived books have been discussed, ordered and are awaiting delivery and set up. Once the new shelving is in place, the books will be returned to the Clerk's Office and Phase 1 will have been completed. We will begin the next phase with reviewing other volumes, books, records that are need of the most repair and/or preservation. Once that determination has been completed, an updated restoration plan, which will include Phase II and possibly Phase III for those items will be presented.

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

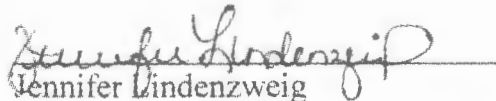
PUBLIC NOT

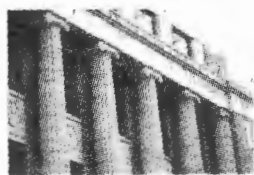


Hunt County Clerk

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 Tuesday, August 28, 2018 at 10:00 A.M. at 2700 Johnson Street, Greenville, Texas, in the Auxiliary Courtroom to allow public discussion regarding the use of these funds.


Jennifer Lindenzweig
Hunt County Clerk



Hunt County

NOTICE OF PUBLIC HEARING

Please be advised that a public hearing will be held on Wednesday, August 22, 2018, at 9:00 AM, in the Auxiliary Courtroom, at 2700 Johnson Street, Greenville, Texas, dates listed at end of notice, to discuss and possibly take action on:

1. A tax rate of \$0.511899 per \$100 valuation has been proposed for adoption by the governing body of Hunt County. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the govern-



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

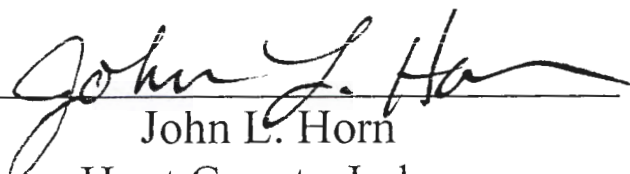
FILE FOR RECORD
JULIE LINDENZWEIG
18 AUG -3 PM 4:17

Please be advised that a public hearing will be held on Tuesday, August 28, 2018, at 10:00 AM, in the Auxiliary Courtroom, at 2700 Johnson Street, Greenville, Texas, to discuss and possibly take action on:

1. Adoption of the FY 2018-2019 Hunt County Budget.
2. Adoption of the FY 2018-2019 Hunt County Property Tax Rate.
3. Adoption of the FY 2018-2019 Hunt County Clerk's Record Archive Plan.

This budget will raise more total property taxes than last year's budget by \$ 2,925,520 (11.107%), and of that amount \$994,176 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