

15,724

FILED FOR RECORD
at 11:36 o'clock 2 M

AUG 27 2019

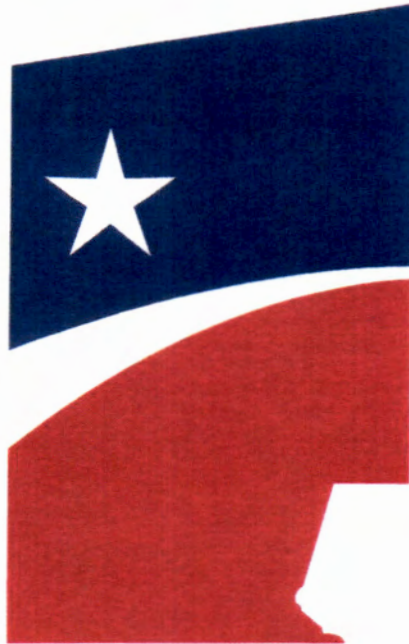
JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX



Records Management & Records Archive

Written Plan

Fiscal Year 2019-2020



HUNTCOUNTY

★ TEXAS ★

Office of Hunt County Clerk
Jennifer Lindenzweig

Archive Plan Fiscal Year 2019-2020

Steps to Implement

- * Prepare Archive Plan (LGC 118.025(g))
- * Laws governing the collections and expense of Preservation and Records Management Fees
(Attachment A)
- * Posted notice in the Clerk's Office of Archive Fee charged (LGC 118.025(h))
(Attachment B)
- * Newspaper Ad Ran 15 days prior to hearing (LGC 118.025 (g))
(Attachment C)
- * Public Hearing (LGC 118.025(g))
(Attachment D)
- * Commissioner's Court Approval (LGC 118.025(i))

Plan

With the assistance of Kofile Technologies, we have conducted an updated inventory following the completion of Phase 1 Archive Plan consisting of 229 manuscript deed books as approved for the 2017/2018 budget. This inventory process also addressed the priority services needed for some volumes that are fragile and in poor condition.

Phase 2 will consist of preservation of approximately 200 books of permanent retention records including, but not limited to, Real Property, Survey Records and Military Discharge to include conservation, de-acidification, mending, and encapsulation with archival storage solution of custom-fitted Disaster Safe County Binder to include a dedication and treatment report and custom shelving. The price for Phase 2 is \$661,991.42 to 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.

Looking ahead, we are discussing Phase 3 to consist of preservation and digitization of the Commissioner Court Minutes Books.

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 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.

Laws

Fund 81 - Record Management LGC §118.0216

Sec. 118.0216. RECORDS MANAGEMENT AND PRESERVATION. (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. COUNTY CLERK'S RECORDS ARCHIVE.

(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.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(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. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioners' court in a public meeting during the budget process.

(f) 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 Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners' court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioner's court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(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."

(i) The fee is subject to approval by the commissioners' court in a public meeting during the budget process.

"A"

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

“B”

GARAGE SALE!
 2508 Beverly
 Greenville.
 Little Bit of
 Everything!
 Fri & Sat 8a-2
 No sales before
 8am!

Employment

**General Help
Wanted**

**BRAND NEW
FACILITY HAS
OPENED IN
FARMERSVILLE!**
**NOW HIRING
FOR ALL
POSITIONS:
LIFE COACHING
DIRECT CARE
SHIFT WORK**

Working with Kids
from 7 to 17. Must
have good to
communication
skills. Must be able
to pass background
check and drug
screening.

**Educational
Requirements:**
 Must have HS
 Diploma or GED.
 For Information
 Please call
903-883-5437
 or to fill out
 application go to
[thompsonarc.
com](http://thompsonarc.com)

GREENVILLE

Part Time
Employee
Working Meat
Processing Plant
Text 214-564-6618
to apply
 Empleado a tiempo
completo y parcial
que trabaja Planta
de procesamiento
de carne Texto
214-564-6618 para
aplicar

**LAW FIRM
NEEDS
EXPERIENCED
LEGAL
SECRETARY
MUST HAVE**

\$1/50/ min
903-474-4007

Homes

ROYSE CITY
 2 bedroom/2bath
 mobile home
 new paint, new
 carpet, on acreage
 \$900 rent
 \$900 deposit
 call 214-240-6613

Apartments

APARTMENTS
 & HOUSES FOR RENT
 Rahman Properties
 1701 Park St.
 1-5 Bedrooms
 No Application Fee

Commerce

Starting @
 1 BR \$425
 2 BR \$525
(903) 886-6469

Supplier Springs Starting @
 1 BR \$345
 2 BR \$435
 3 BR \$495
 Phone/Internet/TV
 Package Available
 (903) 885-3820

& 1-30. Call for
Rates

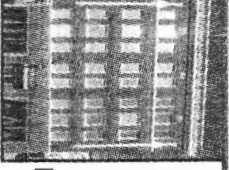
**Real Estate
Sales**

Homes

2 LOTS
 Large trees
 custom new brick
 3/2/2 den,fp
 room for shop
 Reduced \$259,900
 We trade Collin St
 Nevada Tx
 Odie Hall Realtors
 214-460-5905
 972-495-8172

Land/Acreage

**5 ACRES
LAND
FOR SALE**
**HWY 30
EXIT 89**
 Commercial
 Use
 Luxury Inn
 Call
**972-
697-6237**



**BRAND NEW
OFFICE SPACE
IN DOWNTOWN
GREENVILLE**
 Bright open office spaces,
 ready for move in!

Fully renovated in the heart of downtown
 Greenville next to the Texan Theater.
 Wired for hi-speed internet, elevator,
 secure building, parking across street.
Call today, available now!
516-764-3800 xt. 204

**BUY & SELL
GOLD
SILVER**

**AT A REAL
COIN SHOP**
 COINS
 CURRENCY
 MINT SETS
 PROOF SETS
 SUPPLIES
THE COIN SHOP
903.454.9198
 2813 Lee St
 Downtown
 Greenville, TX

Farm Equipment

6 X 16 www.
 covered livestock
 trailer
 Call 903-453-4210

Livestock

**BOER GOATS FOR
SALE**
 Male Boer Goats;
 two grown billies
 and two six month
 olds. Priced by
 age/weight. \$250
 for adult, \$80 for
 kids.
 Call Lewis \$250
 OBO (or best offer)
 (903) 217-7446

**Pets and
Free Pets**



FREE to a
 LOVING home
 Brute is a 3 year
 old male mutt not
 neutered.
 Loving dog, suggest
 that he be the only
 dog, good with
 children
 call/text
 315-922-2540

LEGAL NOTICE:

This Texas Lottery Commission scratch ticket game will close on August 16, 2019. You have until February, 12, 2020, to redeem any tickets for this game: **#2113 100X** (\$10) overall odds are 1 in 3.82. These Texas Lottery Commission scratch ticket games will close on October 2, 2019. You have until March 30, 2020, to redeem any tickets for these games: **#2108 Money Multiplier** (\$2) overall odds are 1 in 4.26, **#2133 \$30,000 Jackpot** (\$2) overall odds are 1 in 4.83, **#2151 777** (\$2) overall odds are 1 in 4.74, **#2055 Lucky 7s Hunt** (\$5) overall odds are 1 in 3.74, **#2110 5X El Divero** (\$5) overall odds are 1 in 3.63. **Txlottery.org** is the official source for all pertinent game information. Game closing procedures may be initiated for documented business reasons. These games may have prizes unclaimed, including top prizes. In addition, game closing procedures will be initiated when all top prizes have been claimed. During closing, games may be sold even after all top prizes have been claimed. Must be 18 or older to purchase a ticket. For help with a gambling problem, ncpgambling.org. © 2019 Texas Lottery Commission. **PLAY RESPONSIBLY.**



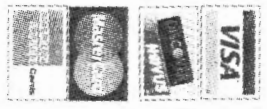
**Hunt County
Clerk's Office**

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 27, 2019 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.

23



Phone: 903-455-4220

Fax: 903-455-6281

email: classifieds@heraldbanner.com

legals@heraldbanner.com

2305 King St. Greenville TX 75401

8 a.m. - 5 p.m. Monday-Friday

CLASSIFIEDS

SATURDAY DEADLINE: 5 p.m. Thursday

TUESDAY - FRIDAY DEADLINE: Noon the Day Before

Announcements

Cemetery Lots

FOR SALE
Two(2) plots at Memoryland Park, Garden of Love \$4000+transfer fee. Memoryland sells these plots for \$6790. Call Charles West 903-450-6015

Garage Sale

GARAGE SALE
2708 E. Terrell Rd Thursday & Friday 9am-6pm

GARAGE SALE @
2508 Beverly Greenville.
Little Bit of Everything!
Fri & Sat 8a-2
No sales before 8am!

Employment

General Help

Real Estate Rentals

Rentals

5410 FM 1563
Single Family, 3/2 Located at Highways 11 / FM 1563 in Fairlie. Tile floors, new paint, fenced back yard. Application required
\$410 PM 1563.
\$900 Call (972) 965-7501

EMORY

3000 sq ft
3-2-3 on 3 acres, all new, verifiable references
\$1750/mo
903-474-4007

Homes

ROYSE CITY
2 bedroom / 2bath new paint, new carpet, on acreage
\$900 rent
\$900 deposit
call 214-240-6613

Room For Rent

LUXURY INN

Newly Renovated Rooms & Office Space Now Available.

All rooms are equipped with TV, Wifi, Cable, Refrigerator, Microwave & small kitchens are available in some rooms.

Located in Greenville, TX Corner of 1570 & I-30. Call for Rates

Real Estate Sales

Homes

2 LOTS
Large trees custom new brick

Merchandise

Antiques & Collectibles



PUBLIC NOTICES

LEGAL NOTICE:

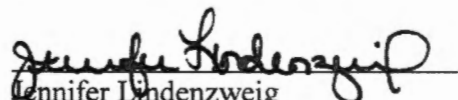
This Texas Lottery Commission scratch ticket game will close on August 16, 2019. You have until February 12, 2020, to redeem any tickets for this game:
#2113 100X (\$10) overall odds are 1 in 3.82. These Texas Lottery Commission scratch ticket games will close on October 2, 2019. You have until March 30, 2020, to redeem any tickets for these games:
#2108 Money Multiplier (\$2) overall odds are 1 in 1.02 #2142 \$20 000 Jackpot (\$2) overall odds are

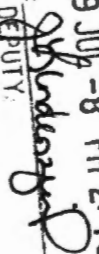
July 8, 2019

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 27, 2019 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

FILE FOR RECORD
JENNIFER LINDENZWEIG
CLERK HUNT COUNTY TX
19 JUL -8 PM 2:13
BY: 
DEPUTY:

"D"