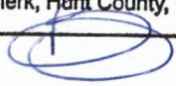


17,685

FILED FOR RECORD  
at 1:30 o'clock P M

Records Management & Records Archive

**AUG 23 2022**

BECKY LANDRUM  
County Clerk, Hunt County, Tex.  
By 

Written Plan

Fiscal Year 2022-2023



Office of Hunt County Clerk  
Becky Landrum

## **Archive Plan Fiscal Year 2022-2023**

### 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))
- \* Commissioner's Court Approval (LGC 118.025(i))

### **Plan**

Phase 3 is complete; we are currently waiting for delivery of the newly preserved books and maps of Hunt County's Historical Election School Records including Ladonia School District map back to the courthouse from Kofile. As time allows, we will continue the in-house projects including rehousing books from a portable unit to a permanent unit and assessing those books for preservation if needed. Phase 4 preservation will include Marriage Records Volume A-Z listed in poor condition. With a price quote of \$145,600.00 and approximately 18,200 pages involved. We will continue to work with Kofile for an updated inventory going to the next several Phases.

### **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.

July 25, 2022

FILED FOR RECORD  
BECKY LANDRUM  
COUNTY CLERK HUNT CO. TX

NOTICE

22 JUL 25 AM 9:53

DEPUTY

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 23, 2022, 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.

  
Becky Landrum  
Hunt County Clerk

HERALD-BANNER | TUESDAY, AUGUST 2, 2022

A11

**CLASSIFIEDS**

**HUNT COUNTY CLERK**

**July 25, 2022**

**NOTICE**

**RE: COUNTY CLERK'S RECORDS ARCHIVE FUND**

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*(s) Becky Landrum*

Becky Landrum  
Hunt County Clerk

# 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.”**

#15,726 COMMISSIONER COURT MINTUES

August 27, 2019



5/12/2021

Honorable Becky Landrum  
Hunt County Clerk  
2507 Lee Street, 2<sup>nd</sup> Floor  
Greenville, TX 75401

Dear Hon. Becky Landrum,

This proposal is for budgeting purposes and addresses Marriage Records A – Z and Deed Records 231 - 503 for the Hunt County Clerk's Office. Kofile Technologies, Inc. (Kofile) will address all necessary services for these assets.

Recommended services include *conservation treatments, deacidification, mending, encapsulation, and rebinding.*

## **PROJECT UNDERSTANDING**

At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration to prolong the existence and useful life of the original format. Often, this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate conservation, treatment, stabilization, preventative care, or digitization—or maintenance or repair. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation of Historic & Artistic Works (AIC).

## **CONDITION ASSESSMENT**

This collection is in *poor condition*. Volumes are a combination of *loose leaf/bound (sewn)* and contain *manuscript (handwritten)/typescript data*. *Many of the volumes contain pages that are extremely fragmented and are brittle and yellowing.*

Due to the nature of these records, they maintain a PERMANENT retention schedule according to *Local Retention Schedule CC (Revised Third Edition – Effective March 25, 2019)—13 TAC §(a)(3)*. **Photographic documentation of these volumes is included below/on the following pages.**











## PROJECT PRICE QUOTE

Pricing is based on a Good Faith Estimate of page counts. Billing occurs on actuals per agreed upon unit pricing, not to exceed the P.O. without authorization. Without a signed agreement, prices are good for 90 days.

HUNT COUNTY TEXAS					
RECORD SERIES TITLE	QUANTITY		NOTES	LEVEL OF SERVICE	TOTAL
	PAGES	VOL.			
Marriage Records	18,200	A-Z	Poor condition	PRV	\$145,600.00
Deed Records	77,400	231-350	Good condition	PRV	\$464,400.00
Deed Records	64,500	351-450	Good condition	PRV	\$387,000.00
Deed Records	34,185	451-503	Good condition	PRV	\$205,110.00
<b>ESTIMATED PROJECT TOTAL</b>					<b>\$1,202,110.00</b>

Year date  
 2023  
 2024  
 2025  
 2026

<b>COUNTY ACCEPTANCE</b>	
Payment Terms: Pay 25% upon executed agreement and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.	
_____	_____
Signature/Title of County Representative	Date

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the County and Kofile.

- Records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

