

18,350

FILED FOR RECORD
at 12:30 o'clock p M

SEP 12 2023

Records Management & Records Archive

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By [Signature]

Written Plan

Fiscal Year 2023-2024



HUNT COUNTY

★ TEXAS ★

Office of Hunt County Clerk
Becky Landrum

Archive Plan Fiscal Year 2023-2024

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 4 is complete; The Marriage Records consisting of 18,200 pages in volume A thru Z have been preserved and placed into disaster binders from Kofile. These records are stored in the Property Library on the first floor of the courthouse.

Phase 5 Preservation will include Deed Recordings consisting of 77,400 pages, listed in good condition. These records will be preserved and placed into the disaster binders as well, along with the purchase of 5 shelving units for archival storage at a price of \$474,450.75; 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 as well as scanning incorrectly converted documents from the last system change. 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 Hunt COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$ 10.00 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.

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

August 10, 2023

FILED FOR RECORD
at 9:45 o'clock A M

AUG 14 2023

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

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, September 12, 2023, 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

A12

HERALD-BANNER | SATURDAY, AUGUST 12, 2023

CLASSIFIEDS

PUBLIC NOTICES

AUGUST 10, 2023
NOTICE

RE: COUNTY CLERK'S
RECORDS ARCHIVE FUND

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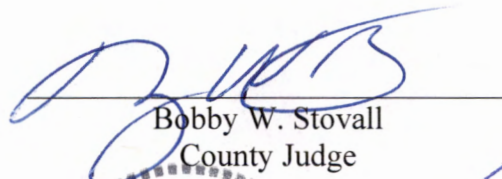
Becky Landrum
Hunt County Clerk


**Order Adopting
County Clerk Records Management & Preservation Fee
County Clerk Records Archive Fee**

**State of Texas
County of Hunt**

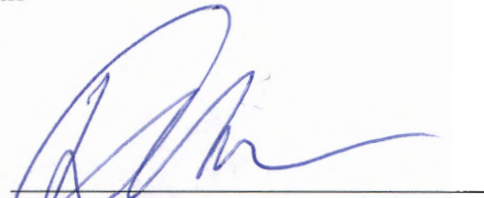
The Hunt County Commissioners Court hereby adopts the fee rate of \$10.00 for the County Clerk Records Management and Preservation Fee, Local Government Code §118.0216, and the rate of \$10.00 for the County Clerk Records Archive Fee, Local Government Code §118.025.

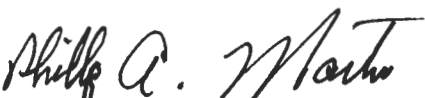
Approved and adopted this 12th day of September, 2023.

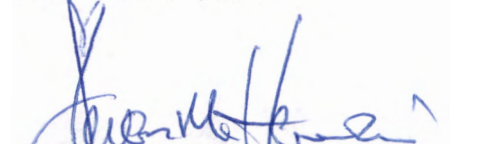

Bobby W. Stovall
County Judge


Mark Hutchins
Commissioner, Pct. 1




David Monroe
Commissioner, Pct. 2


Phillip Martin
Commissioner, Pct. 3


Steven Harrison
Commissioner, Pct. 4

Attest:




Becky Landrum
County Clerk

**Order Approving
County Clerk's FY 2023-2024 Written Archive Plan**

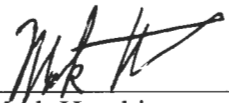
**State of Texas
County of Hunt**

The Hunt County Commissioners Court hereby approve the Hunt County Clerk's Annual Written Archive Plan for the Fiscal Year 2023-2024, finding that all postings and public hearing requirements have been met as per Local Government Code §118.025.

Approved and adopted this 12th day of September, 2023.




Bobby W. Stovall
County Judge

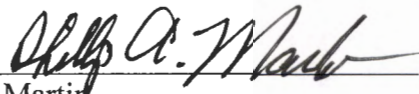


Mark Hutchins
Commissioner, Pct. 1

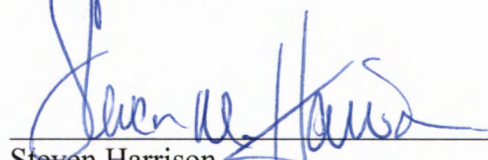




David Monroe
Commissioner, Pct. 2




Phillip Martin
Commissioner, Pct. 3



Steven Harrison
Commissioner, Pct. 4

Attest



Becky Landrum
County Clerk

August 16, 2023

**Honorable Becky Landrum
Hunt County Clerk**

Preservation of Deed Records

SUBMITTED BY:

Stacy Cortesano
Account Executive
stacy.cortesano@kofile.com
(972) 984-8508

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.Kofile.com

Dear Honorable Becky Landrum,

This proposal addresses Hunt County Clerk's Deed Records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments and rehousing. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Hunt County Clerk's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-23-92001**. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Hunt County Clerk				
Project Overview				
Record Series	Page Count	Condition	Level of Service	Estimated Total
Deed Records	77,400	Good	Preservation	\$464,400.00
4Post™ Shelving Unit 852036 - 85.25"H x 20"D x 36"W; - Qty 5 (Incl. Shipping & Installation)				\$10,050.75
PROJECT TOTAL				\$474,450.75

PURCHASING VIA TXMAS

Please reference Contract No. **TXMAS-23-92001** directly on the P.O. Kofile has prepared a 'Shopping Cart' in TxSmartBuy so Hunt County Clerk can complete this purchase – See Link:

https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=21030349&sender=preserve@kofile.com&datetime=2023_8_16_12_29

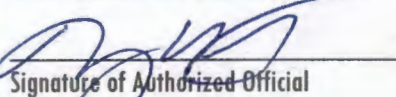
Hunt County Clerk is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
PRV701	96272	Record Book Preservation by Page	Page	\$5.50	84,435	\$464,392.50
PRV716	96272	Additional/Special Conservation Treatments Per Hour	Hour	\$7.50	1	\$7.50
POST703	42500	4Post™ Shelving Unit 852036 - 85.25"H x 20"D x 36"W; Five Shelves	Unit (1)	\$2,010.15	5	\$10,050.75
TOTAL						\$474,450.75

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Pay 25% upon inventory pick-up 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.

CUSTOMER ACCEPTANCE


Signature of Authorized Official

Bobby W. Stovall
Print Name of Authorized Official

County Judge
Title of Authorized Official

September 12, 2023
Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Hunt County Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

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

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

Please let me know if you have any questions. We look forward to serving Hunt County Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

Stacy Cortesano

Stacy Cortesano

c: (972) 984-8508

e: stacy.cortesano@kofile.com

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