


19,632

Records Management & Records Archive

Written Plan

Fiscal Year 2025-2026

FILED FOR RECORD	
at <u>1:00</u>	o'clock <u>9</u> M
AUG 12 2025	
BECKY LANDRUM County Clerk, Hunt County, Tex.	
by	



Office of Hunt County Clerk
Becky Landrum

Archive Plan Fiscal Year 2025-2026

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 6 is nearing completion; The Deed Records Volume 351-450 consisting of 64,500 pages have been preserved and placed in Disaster Binders and are now housed at Kofile facilities in Dallas, Texas.

We will continue moving forward with the next phase of the approved Written plan CC # 17,685 for Deed Records, 34,185 pages, Volume 451-503 at the cost of \$205,110.00: These books will be restored and placed into the disaster safe binders, through Kofile preservation specialist.

We will continue to work with our preservation vendors updating inventory of records needing restoration and shelving, with shelving being a top priority.

Our in-house scanning of missing images and movement of our plat cabinets will continue with current staffing during slower times. We will be removing duplicate books and or copies from our deed room as time allows.

It is an honor to preserve the documents and County history of Hunt County. The County Clerk's office takes pride in our commitment to our constituents to furnish the best quality of indexing and images that we can afford.

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 MINUTES

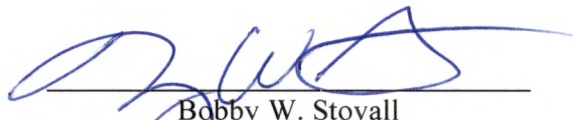
August 27, 2019

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

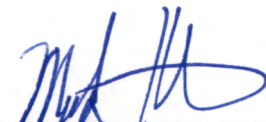
**State of Texas
County of Hunt**

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 August, 2025.



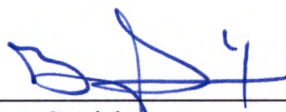
Bobby W. Stovall
County Judge



Mark Hutchins
Commissioner, Pct. 1




David Monroe
Commissioner, Pct. 2




Garry Smith
Commissioner, Pct. 3





Steven Harrison
Commissioner, Pct. 4

Attest:



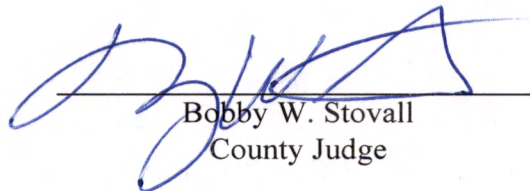
Becky Landrum
County Clerk


**Order Approving
County Clerk's FY 2025-2026 Written Archive Plan**

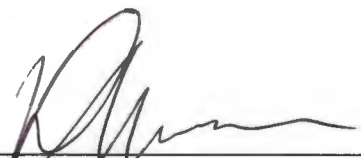
**State of Texas
County of Hunt**

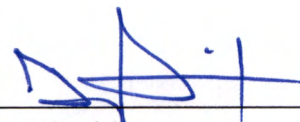
The Hunt County Commissioners Court hereby approve the Hunt County Clerk's Annual Written Archive Plan for the Fiscal Year 2025-2026, finding that all postings and public hearing requirements have been met as per Local Government Code §118.025.

Approved and adopted this 12th day of August, 2025.

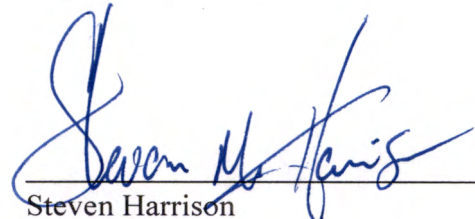

Bobby W. Stovall
County Judge


Mark Hutchins
Commissioner, Pct. 1



David Monroe
Commissioner, Pct. 2


Garry Smith
Commissioner, Pct. 3




Steven Harrison
Commissioner, Pct. 4

Attest:


Becky Landrum
County Clerk

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Public Notices	Public Notices	Public Notices	Public Notices	Public Notices	Public Notices
<p>ADVERTISEMENT FOR BIDS CITY OF GREENVILLE IFB 2025-IFB-43</p> <p>Bids will be accepted until local time 3:00 pm on July 29, 2025.</p> <p>2025 Street Project - Cheltenham Place and First Street</p> <p>Mailed bid responses must be placed in a sealed envelope and clearly marked 2025-IFB-43 2025 Street Project - Cheltenham Place and First Street. Bids can be mailed to P. O. Box 1049, Greenville, Texas 75403 or submitted through https://procurement.opengov.com/portal/greenville. All mailed or hand delivered bids must be in the Finance Office by the time and date mentioned above, or submitted electronically on the OpenGov procurement platform as described above. Late bids will not be accepted. Plans, specifications, may be examined at https://procurement.opengov.com/portal/greenville.</p> <p>Attention of each bidder is particularly called to the Schedule of General Prevailing Rate of Per Diem Wages Included in the contract documents on file in the office of the Purchasing Agent at the City of Greenville, Texas. Each bidder's attention is further directed to provisions of Chapter 2256 of Texas Government Code, and the requirements contained therein concerning the above wage scale and payment by the Contractor of the prevailing rates of wages as heretofore established by owner in said wage scale.</p> <p>CITY OF GREENVILLE</p>	<p>NOTICE TO CREDITORS</p> <p>Notice is hereby given that original Letters of Testamentary for the Estate of REBA DIANNE SEWELL TERRY, Deceased, were issued on July 9, 2025, in Cause No. 20270, pending in the County Court at Law No. 2, Hunt County, Texas, to: LARRY HILL TERRY.</p> <p>All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.</p> <p>s/o: Holly H. Gotcher, P.C. Attorney at Law P. O. Box 556 2610 Stonewall Street Greenville, Texas 75403-0556</p> <p>DATED the 15th day of July, 2025.</p> <p>/s/ Holly H. Gotcher Holly H. Gotcher, P.C. Attorney for Larry Hill Terry State Bar No.: 08738100 P. O. Box 556 2610 Stonewall Street Greenville, Texas 75403-0556 Telephone: (903) 455-3183 Facsimile: (903) 454-4654 E-mail: holly@morgan-gotcher.com</p>	<p>NOTICE TO CREDITORS</p> <p>Notice is hereby given that original Letters of Testamentary for the Estate of LARRY KENDALL MURPHY, SR., Deceased, were issued on July 9, 2025, in Cause No. 20255, pending in the County Court at Law No. 2, Hunt County, Texas, to: LISA GAIL MURPHY.</p> <p>All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law.</p> <p>s/o: Holly H. Gotcher, P.C. Attorney at Law P. O. Box 556 2610 Stonewall Street Greenville, Texas 75403-0556</p> <p>DATED the 15th day of July, 2025.</p> <p>/s/ Holly H. Gotcher Holly H. Gotcher, P.C. Attorney for Lisa Gail Murphy State Bar No.: 08738100 P. O. Box 556 2610 Stonewall Street Greenville, Texas 75403-0556 Telephone: (903) 455-3183 Facsimile: (903) 454-4654 E-mail: holly@morgan-gotcher.com</p>	<p>NOTICE TO CREDITORS</p> <p>Notice is hereby given that original Letters Testamentary for the Estate of NELLY ANNE GAROFALO, Deceased, were issued on July 17, 2025, in Docket No. 20246 pending in County Court at Law No. 1, Hunt County, Texas, to:</p> <p>JACQUES MICHAEL GAROFALO, Independent Executor</p> <p>All persons having claims against this Estate which is currently being administered are required to present them to the undersigned within the time and in the manner prescribed by law:</p> <p>s/o George Ivan Alexander Attorney at Law PO Box 1274 Greenville, Texas 75403-1274</p> <p>DATED the 17th day of July, 2025.</p> <p>/s/ George Ivan Alexander GEORGE IVAN ALEXANDER ATTORNEY FOR INDEPENDENT EXECUTOR</p>	<p>RE: COUNTY CLERK'S RECORDS ARCHIVE FUND</p> <p>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 12, 2025, 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.</p> <p>Becky Landrum, Hunt County Clerk</p>	<p>Legal Notice</p> <p>Application has been made with the Texas Alcoholic Beverage Commission for Wine and Malt Beverage Retail Dealer's On-Premise Permit (BG) with Food and Beverage Certificate (FB) by Premier Hospitality Inc. d/b/a Premier Hospitality Inc. #766551013 located at 2714 State Highway 24, Commerce, Hunt County, TX 75428.</p> <p>Officers of said corporation Sarah D. Mistry, President and Thomas R. Morse, VP.</p>
<p>City of Quinlan, Texas Building and Standards Commission Notice of Public Hearing</p> <p>The Building and Standards Commission of the City of Quinlan, Texas held a Public Hearing on July 14, 2025, at 7:00 P.M. in the Quinlan City Council Chambers located at 104 E. Main Street, Quinlan, Texas regarding the abatement of the substandard structures located at 108 S James St. Quinlan TX 75474 and further described as S4420 ORIG TOWN OF QUINLAN, BLK 18, LOT 2, 0.187 ACRES, Hunt CAD Property ID No. 74227.</p> <p>The Building and Standards Commission issued an Abatement Order for the demolition of the substandard structures located at 108 S James St. Quinlan, Texas, 75474.</p> <p>To retrieve copies of the Abatement Order, please contact Quinlan City Hall at (903) 356-3306 or email citysecretary@cityofquinlan.net.</p>					

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TexSCAN Week of July 13-19, 2025

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<p>ADOPTION</p> <p>Loving California family promises baby multi nursery. Secure future, devoted grandparents, gentle pet, educational opportunities. Living expenses paid. Meghan 408-529-8843 or attorney 310-663-3467</p>	<p>MEDICAL</p> <p>Portable Oxygen Concentrator May Be Covered by Medicare! Reclaim independence and mobility with the compact design and long-lasting battery of Inogen One. Free information kit! Call 866-747-9983.</p>
<p>CELLULAR PHONE SERVICE</p> <p>Consumer Cellular - the same reliable, nationwide coverage as the largest carrier. No long-term contract, no hidden fees and activation is free. All plans feature unlimited talk and text, starting at just \$29/month. For more information, call 1-855-493-3803.</p>	<p>DENTAL INSURANCE from Physicians Mutual Insurance Company. Coverage for 400 plus procedures. Real dental insurance - NOT just a discount plan. Do not wait! Call now! Get your FREE Dental Information Kit with all the details! 1-855-901-0467 www.dental30plus.com/cypress #6258</p>
<p>ENERGY</p> <p>Prepare for power outages today with a Generac Home Standby Generator. Act now to receive a FREE 5-Year warranty with qualifying purchase. Call 1-855-704-8579 today to schedule a free quote. It's not just a generator. It's a power move.</p>	<p>OIL & GAS</p> <p>We buy oil, gas & mineral rights. Both non-producing and producing including Non-Participating Royalty Interest (NPRI). Provide us your desired price for an offer evaluation. Call today: 806-620-1422. Lobo Minerals, LLC, PO Box 1800, Lubbock, TX 79408-1800, LoboMineralsLLC@gmail.com.</p>

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STATE OF TEXAS

COUNTY OF HUNT

Advertiser: Hunt Co. Judges Office

Before me, the undersigned authority, in this day personally appeared
Lisa Chappell

who duly swears, deposes and says that she is the Publisher / Advertising Manager of the **Herald-Banner**; that said newspaper is regularly published in Greenville, Hunt County, Texas; and that the attached notice was published in said newspaper on the following date(s):

07/19/25

[Signature]
Publisher / Advertising Manager

Subscribed and sworn to, before me, this date 07/21/25
Witness my hand and seal of office.

[Signature]
Notary Public, State of Texas

