

**SABINE COUNTY
COUNTY CLERK**

JANICE McDANIEL

P.O. Box 580
Hemphill, Texas 75948-0580

(409) 787-3786
(409) 787-3795 fax

Background (Statutory History)

- Records Archive Fee – Per Local Government Code: Section 118.011(f)(1), the county clerk of a county shall, if the commissioners court of the county adopts the fee as part of the county's annual budget, collect the fee from any person filing a document. The fee cannot exceed \$10. On September 01, 2019, the maximum allowable Records Archive Fee decreases to a maximum of \$5. Local Government Code: Section 118.025 describes the scope of the County Clerk's Records Archive Fee.
- *Effective September 1, 2019, the maximum allowable archive fee will be permanent. It was scheduled to be reduced to a maximum \$5 fee on 9/1/19, but SB 658 of the 86th TX Legislature made the current \$10 maximum allowable amount a permanent figure.*

Bill Overview

- *Began* on the **2011** Annual Budget. The fee must be set and itemized in the County's budget as part of the budget preparation process annually.
- The \$10.00 fees are assessed on any instrument, document, paper or other record that the County Clerk is authorized to accept for filing or recording (deeds or official public records, assumed names, marriage licenses, civil, probate case filings).
- Changes to the plan must be approved by Commissioners' Court.

Purpose

- Official Sabine County records are being computerized and automated in electronic format for most records. The County Clerk's office is progressive in the preservation of current records, utilizing the original Records Management Fee, as well as the Records Archive Fee in order to preserve and enhance the integrity of the existing system for recording and preserving public documents; the County Clerk seeks to preserve existing original records by restoring or re-creating old volumes, digitizing paper records, re-indexing old handwritten and typed index books and converting all older media into electronic format and importing this newly created data into the existing computer system.

**SABINE COUNTY
COUNTY CLERK**

JANICE McDANIEL

P.O. Box 580
Hemphill, Texas 75948-0580

(409) 787-3786
(409) 787-3795 fax

The overall goal and vision of the County Clerk's office is to:

Modernize and upgrade old record systems in the office.

- Continue to add records and information to our existing computer system.
- Eliminate or reduce manual lookups and searches.
- Expedite record searching by having more records available for electronic retrieval.
- Provide public information to the citizens of the County via the Intra/Internet.
- Continue to eliminate the need for paper records.
- Preserving older original records by reducing daily usage.
- Partial salary of employee.

Length of Project

The restoration and archiving of records is an ongoing project and the length of completion is unknown.

Additional Provision

Any other project that may arise concerning the restoration, preservation or archival of records in the Sabine County Clerk records during the 2020 budget year.

**SABINE COUNTY
COUNTY CLERK**

JANICE McDANIEL

P.O. Box 580
Hemphill, Texas 75948-0580

(409) 787-3786
(409) 787-3795 fax

Summary

The Legislature has provided a means to raise revenue for the records management and preservation of county property and vital records. This "user" fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in "phases" as money is accrued and deposited into a special revenue accounts. Any outsourcing and purchase of equipment will be done through standard purchasing processes. Approval of this plan will prevent the potential hazard and "disaster in waiting" as years and years of vital county property records remain unprotected and not adequately preserved.