

**Sabine County Clerk
Records Management and Archive Plan**

Background (Statutory History)

The 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 \$10.00. On September 01, 2019, the maximum allowable Records Archive Fee decreases to a maximum of \$5.00. Local Government Code Section 118.025 describes the scope of the County Clerk's Records Archive Fee.

This legislation amends Local Government Code, Section 118.01(e), to enable the Commissioner's Court to adopt a Records Archive Fee for the preservation and automation of previously filed and recorded real property and vital statistics records as part of their regularly adopted budget.

- **Effective September 1, 2019, the maximum allowable archive fee will be permanent. It was scheduled to be reduced to a maximum \$5 fee on 09/01/2019, but SB 658 of the 86th TX Legislature made the current \$10 maximum allowable amount a permanent figure.**

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 digitizing older microfilm and paper records, and scanning books on site, re-indexing and preserving old handwritten and typed indexed books and converting all older media into an electronic format and importing this newly created data into the existing computer system.

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 system
- Eliminate or reduce manual lookups and searches
- Expedite records searching by having records available for electronic retrieval.
- Provide more public information to the citizens of the County via the Intra/Internet.
- Preserving 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.

Summary

The Legislature has provided a means to raise revenue for the records management and preservation of older 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 account. Any outsourcing and purchase of equipment will be done through standard purchasing processes. The completion of the initial phases will increase storage space in the archives by hundreds of square feet. Approval will prevent the potential hazard and "disaster in waiting" as years and years of vital county property records sit under sprinkler system-unprotected and not adequately preserved.

ORDER TO ADOPT RECORDS ARCHIVAL PLAN

WHEREAS, Local Government Code, Section 118.01(f) enables the Commissioners' Court to adopt a Records Archive Fee, for the preservation and restoration services performed by the County Clerk in connection with maintaining a County Clerk's records archive.

WHEREAS, a Commissioners' County approved the collection of a Records Archive Fee of \$5.00 to commence on September 1, 2003, which the County Clerks' office will collect at the time of filing or recording of any public record, excluding a state agency.

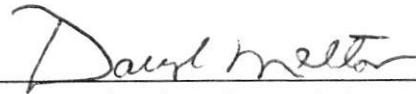
WHEREAS, Sections 118.011 (b) and (f) of the Local Government Code was amended to increase the amount of the County Clerk's Records Archives Fee assessed when a non-court document is presented to the County Clerk for recording or filing from not more than \$5.00 to not more than \$10.00.

WHEREAS, after Commissioners' Court approval of the County Clerk's Records Archival Plan and the Plan being accepted as presented.

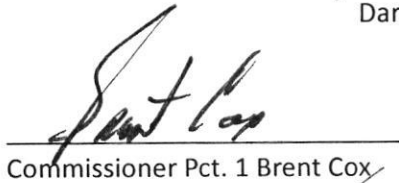
NOW THEREFORE, BE IT ORDERED by the Commissioners' Court of Sabine County, pursuant to the Local Government Code, Section 118.011 (f) hereby adopts the County Clerk's Records Plan. Further, the fees collected may be expended only for the preservation and restoration of County Clerk's records archive. The funds may not be used to purchase, lease, or develop computer software to geographically index public records for current recordings.

ADOPTED this 14 day of August, 2023.

SABINE COUNTY COMMISSIONERS' COURT



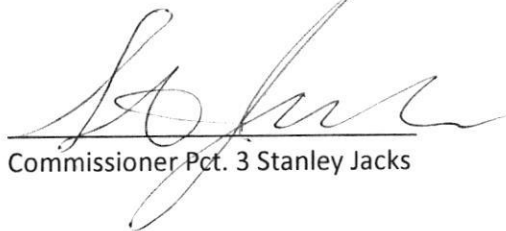
Daryl Melton, County Judge



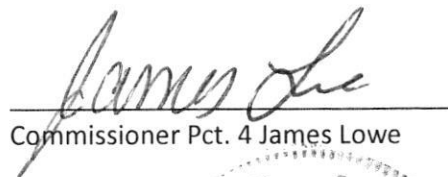
Commissioner Pct. 1 Brent Cox



Commissioner Pct. 2 Keith Nabours

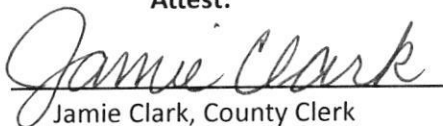


Commissioner Pct. 3 Stanley Jacks



Commissioner Pct. 4 James Lowe

Attest:



Jamie Clark, County Clerk

