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**PROPOSED FEE INCREASE**

**FOR PRESERVATION AND RESTORATION  
OF ARCHIVED RECORDS**

**PRESENTED BY**

**DEBBIE SHIRLEY, COUNTY CLERK  
HOPKINS COUNTY, TEXAS  
SEPTEMBER 14<sup>TH</sup>, 2015**

**EFFECTIVE: OCTOBER 1<sup>ST</sup>, 2015**

**EXECUTIVE SUMMARY**

The County Clerk's Office wants to take advantage of new legislation that is designed to preserve archived records by adding an archive fee to each filed or recorded document. This fee is to be dedicated to that task. The vast majority of the permanent records in the County Clerk's Office are paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear.

With no cost to the County, these records can be preserved by adding an archive fee to cover the cost of scanning the paper based documents. In addition, to preserving the documents, the images can be added to our existing imaging system and improve customer service.

Additionally, these records can be restored and preserved, to prevent the records from further deterioration. Several records in the office are not preserved by any other format other than paper.

**Background (Statutory History)**

Currently, Counties adjacent to international borders have the ability to charge a records archive fee not to exceed \$5.00 for the recording or filing of public documents in county clerk's offices. SB 1731 removes "adjacent to international borders" restriction and opens the fee to all Texas counties. SB 1731 provides for a fee not to exceed \$5.00 to be imposed for recording or filing public documents in county clerk's offices in any county for the purpose of preserving, restoring, and managing county records.

County Clerks are currently authorized to collect a records management fee for maintaining and preserving current documents. In most cases, this fee is not sufficient to also preserve and restore archived records. This new legislation is designed to target archived records.

This bill authorizes the Commissioners' Court to adopt a records archive fee as part of the county's annual budget. If the provisions of SB 1731 are implemented, the county will experience a revenue gain. This additional revenue will be dedicated to helping county clerks focus on preserving older records.

The effective date of this Act is September 1, 2003 and expires September 1, 2008.

**\*NEW LEGISLATION: SB 526**

Allows County Clerk to designate records that are part of records archive plan, with approval of Commissioners' Court in a public meeting.

118.025(e) Local Government Code – **Effective 6/17/2005**

**REPEALS** the definition of "Records Archive" as public documents filed with the County Clerk before January 1, 1990.

118.025(a)(4) Local Government Code – **Effective 6/17/2005**

**REPEALS** the expiration date (9/1/08) on collection of Records Archive Fee.

118.011(g) and 118.025(k) Local Government Code – **Effective 6/17/2005**

**\*NEW LEGISLATION: HB 2716**

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

118.025(d) Local Government Code – **Effective 6/17/2011**

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.

118.025(e) Local Government Code – **Effective 6/17/2011**

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 hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process

118.025(g) Local Government Code – **Effective 6/17/2011**

The fee is subject to approval by the commissioners court in a public meeting during the budget process.

118.025(i) Local Government Code – **Effective 6/17/2011**

118.025(j), Local Government Code, is **repealed. Effective 6/17/2011**



**\*NEW LEGISLATION: HB 1513**

**Records Management and Preservation LGC §118.0216**

Sec. 118.0216 RECORDS MANAGEMENT AND PRESERVATION. – Each document Filed \$10.00 (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. (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) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

**HB 1513 – Effective September 1, 2013 (expires 9-1-2019)  
Increased the fee from \$5 to \$10 then in 2019 will revert back to \$5.**

**Records Archive LGC §118.025**

Sec 118.025 Each document filed \$10.00 (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. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. (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. (g) the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.

**HB 1513 – Effective September 1, 2013 (expires 9-1-2019)  
Increased the fee from \$5 to \$10 then in 2019 will revert back to \$5.**

(j) Any excess funds generated from the collection of a fee under this section remaining after completion of a county records archive preservation and restoration project may be expended only for the purposes described by Section 118.0216. The Commissioners' Court of a county may not order the collection of a fee authorized by this section after the county records archive preservation and restoration is complete.

### Annual Revenue Estimate

| Document Type  | Documents<br>Subject to Fee | Revenue<br>at \$10.00 |
|--|-----------------------------|-----------------------|
| Official Public Records  | 6410                        | \$64,100.00           |
| Brands   | 40                          | \$ 400.00             |
| Marriage Records   | 280                         | \$ 2,800.00           |
| Approximate Revenue<br>carried forward from<br>last year's budget: |                             | \$39,254.00           |
| TOTAL  |                             | \$106,554.00          |

### ARCHIVE PLAN

#### Fiscal Year 2016

Attached is a five year plan for accomplishing a re-creation, microfilm and digitization project for records prior to and after January 1, 1990. The five year plan for the indexing of the Deed Records from 1966 through 1846 is included, also. SB 526 has repealed the expiration date (9/1/08) on the collection of Records Archive Fee. Effective for the 2016 Budget the Record Archive Fee will include all records filed with the County Clerk as designated in the Archive Plan. A copy is attached hereto and made a part hereof.

### SUMMARY

The Legislature has provided a means to raise revenue for the records management and preservation of older county 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. Approval will prevent the potential hazard and "disaster in waiting" as years and years of vital county property records sit unprotected and not adequately preserved.

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VITAL RECORDS FEE

Annual Revenue Estimate

| Document Type   | Documents<br>Subject to Fee | Revenue<br>at \$1.00 |
|---|-----------------------------|----------------------|
| Marriage, birth and<br>Death records                              | 2736                        | \$ 2,736.00          |
| Approximate Revenue<br>carried forward from<br>last year's budget |                             | \$ 5,534.00          |
|   | TOTAL                       | \$ 8,270.00          |





# Indexing Typed Books Volumes 70- 199

DATE: AUGUST 28, 2015

Databank IMX  
1421 Patton Place - Suite 200  
Carrollton TX 75007  
214-448-2194 Cell  
469-521-0570

TO Hopkins County Clerk  
Honorable Debbie Shirley

| SALESPERSON | JOB | SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE | PAYMENT TERMS | DUE DATE |
|-------------|-----|-----------------|----------------|---------------|---------------|----------|
| LG          |     |                 |                |               |               |          |

| QTY | ITEM #            | DESCRIPTION  | MSRP | DISCOUNTED PRICE  | LINE TOTAL            |
|-----|-------------------|--|------|-------------------|-----------------------|
| 1   | Indexing Services | Indexing Services for Typed Books Volumes 70-199 129 Volumes |      | \$592.50 per book | \$76,432.50           |
|     |                   |  |      |                   |                       |
|     | optional          | Splitting Typed books into 2 batches                         |      |                   | \$38,216.25 per batch |
|     |                   |  |      |                   |                       |
|     |                   |  |      |                   |                       |
|     |                   |  |      |                   |                       |
|     |                   |  |      |                   |                       |

TOTAL DISCOUNT

SUBTOTAL

SALES TAX

TOTAL



# Indexing Handwritten Books Volumes A-Z

DATE: AUGUST 28, 2015

Databank IMX  
1421 Patton Place - Suite 200  
Carrollton TX 75007  
214-448-2194 Cell  
469-521-0570

TO Hopkins County Clerk  
Honorable Debbie Shirley

| SALESPERSON | JOB | SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE | PAYMENT TERMS | DUE DATE |
|-------------|-----|-----------------|----------------|---------------|---------------|----------|
| LG          |     |                 |                |               |               |          |

| QTY | ITEM #            | DESCRIPTION  | MSRP | DISCOUNTED PRICE    | LINE TOTAL            |
|-----|-------------------|--|------|---------------------|-----------------------|
| 1   | Indexing Services | Indexing Services for Handwritten Books Volumes A-Z  |      | \$1,147.60 per book | \$29,835.00           |
| 1   | Indexing services | Indexing Services for Volumes 1-69 Handwritten Books |      |                     | \$79,177.50           |
| 1   | Indexing services | Splitting Volumes 1-69 into 2 batches                |      |                     | \$39,588.75 per batch |
|     |                   |  |      |                     |                       |
|     |                   |  |      |                     |                       |
|     |                   |  |      |                     |                       |
|     |                   |  |      |                     |                       |
|     |                   |  |      | TOTAL DISCOUNT      |                       |
|     |                   |  |      | SUBTOTAL            |                       |
|     |                   |  |      | SALES TAX           |                       |
|     |                   |  |      | TOTAL               |                       |



A Proposal for Honorable Debbie Shirley,  
Hopkins County Clerk.

Book Preservation and Restoration Services

Presented August 2015

Prepared by  
Lance Gonzales – Owner & Consultant,  
Action Document Restoration Services

*ADR will ensure that investment in our services will extend the life of valuable county records and resources by having a complete solution that fully meets the needs of Hopkins County*

## 1.1 Objectives

The most important objectives that will help solve the needs of Hopkins County consist of:

- Make necessary repairs to books previously scanned-pages were cut in order to scan
- ADR will clean and repair all pages with archival approved materials.
- Deacidification treatment process will be performed on all pages with Bookkeeper deacidification chemical.
- New loose leaf cases will be custom fabricated for each book volume using .088 red label davey board.
- Canvas jackets are hand cut using 12oz canvas and fit to the exact size of the new cases.
- Canvas covers will have red corners, and stamped with black lettering identifying County Name, Book Type and Volume number.
- Book requiring full preservation will have pages encapsulated using 3 mil archival sleeves

## 1.2 Benefits

- ADR restoration processes will extend the life Hopkins County books.
- Peace of mind knowing books are fully bound.
- Reduce the risk of pages falling out of the existing books.
- Reduced cost-most of the pages in the County's books are in excellent condition thus encapsulation of most of the pages are not require.
- Quick turnaround time. All work is performed locally.

## 2 Implementation Plan

### 2.1 Schedule

ADR works directly with the client to provide a fast and effective means of completing work. Our team understands the interference that can be created by a book restoration project and takes specific steps to minimize the interruption. Upon approval of quote, ADR will coordinate all schedules and timeline with the Client.

## 3 Costs and Timeline

Price includes the following deliverables and services:

- Pickup and Delivery
- Cleaning and repairing all pages
- Full deacidification process including pH testing after treatment
- New Binders for all books
- Canvas Covers with new lettering
- 3 mil archival sleeves for books requiring full preservation
- All Materials and chemicals to perform the project
- Books requiring full preservation will be listed separately

## Pricing Matrix for Book Restoration and Preservation Project

| Cost Schedule   | Book Count       | List Price Per Item | Estimated Total    |
|---|------------------|---------------------|--------------------|
| <b>Restoration of books below</b>                             |                  |                     |                    |
| Birth Record and Register Vol 3, 6&7                          | 3                | \$1,425.00          | \$4,275.00         |
| Death Record Vol 5  | 1                | \$1,425.00          | \$1,425.00         |
| Estray Vol 3  | 1                | \$1,425.00          | \$1,425.00         |
| Federal Tax Vol 1   | 1                | \$1,425.00          | \$1,425.00         |
| Hospital Lien Vol 1   | 1                | \$1,425.00          | \$1,425.00         |
| Release of Judgement Vol 1                                    | 1                | \$1,425.00          | \$1,425.00         |
| Lis Pendens Vol 1   | 1                | \$1,425.00          | \$1,425.00         |
| Record of Release Vol 1 & 2 & Vol 1&2                         | 4                | \$1,425.00          | \$5,700.00         |
| Assumed Names Vol 1   | 1                | \$1,425.00          | \$1,425.00         |
| Deputation Record Vol 1                                       | 1                | \$1,425.00          | \$1,425.00         |
| <b>Subtotal for above</b>                                     |                  |                     | <b>\$21,375.00</b> |
| Probate Record-Vol 1-45                                       | 45               | \$1,425.00          | \$64,125.00        |
| Vendor Lien Vol 1-12  | 12               | \$1,425.00          | \$17,100.00        |
| <b>Subtotal For Probate and Vendor Lien and Deed Of Trust</b> |                  |                     | <b>\$81,225.00</b> |
| Cost Schedule   | Estimated Counts | List Price Per Item | Estimated Total    |
| <b>Full Preservation of books below</b>                       |                  |                     |                    |
| Probate Minute Vol 1,2,3                                      | 3                | \$2,650.00          | \$7,950.00         |
| Docket of Levy Vol 1  | 1                | \$2,650.00          | \$2,650.00         |
| Deed Of Trust Vol 15, 18, 21, 27                              | 4                | \$2,650.00          | \$10,600.00        |
| Misc. Vol 1   | 1                | \$2,650.00          | \$2,650.00         |
| Deed of Trust Vol 15, 18, 21, 27                              | 4                | \$2,650.00          | \$10,600.00        |
| <b>Subtotal for books</b>                                     |                  |                     | <b>\$34,450.00</b> |
| Cost Schedule   | Estimated Counts | List Price Per Item | Estimated Total    |
| <b>Restoration of books below</b>                             |                  |                     |                    |
| Deed of Trust   | 32               | \$1,425.00          | \$45,600.00        |
|   |                  |                     |                    |