

Exhibit "B"

MARION COUNTY CLERKS' OFFICE

RECORDS ARCHIVAL PLAN FOR FY 2026

I. Statute

Senate Bill- 1731 enacted by the 78th Legislature of the State of Texas, subsection (e) Section 118.011, Local Government Code – Section 118.025 Local Government Code (b), to enable the Commissioner's Court to adopt a Records Archive Fee. 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 118.001 (e) is for preservation and restoration services performed by the County Clerk in connection with maintaining a county records archive.

SB 526 passed by the 79th Texas Legislature repeals the Local Government Code, Section 118.025 (a) (4) regarding definition of "Records Archive" as public documents filed with the County Clerk before January 1, 1990 and adds language to allow the County Clerk to designate records that are part of records archive plan, with approval of Commissioner's Court in a public meeting. The bill repeals the Local Government Code 118.011 (g), and 118.025 (k), relating to the expiration date of September 1, 2008.

House Bill – 1513 passed by the 83rd Legislative Session amends Section 118.011 (b) and (f) of the Local Government Code to increase the amount of the County Clerk's Records Archive (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. The increased fee is set to revert to the "not more than \$5.00" amounts on September 1, 2019.

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 Texas Legislature made the current \$10 maximum allowable amount a permanent figure.

II. Purpose

The County Clerk wishes to take advantage of the new legislation that is designed to assist the county in preserving all Archived Records. This extra fee for each document filed or recorded, is to be dedicated to that task. Although the office is progressive in the preservation of current records, utilizing the Records Management Fees, funding has not been sufficient to "Archive" the older documents that have priceless historic value. In order to preserve and enhance the integrity and reliability of the existing system for recording and preserving public documents; the County Clerk seeks to preserve existing original records by restoring or re-creating books, digitizing older microfilm and paper records, re-indexing old handwritten and types indexed records and importing newly created images and data into the existing computer system.

III. Revenue

Projected revenue from January 2026 – December 2026

- Monthly average of public documents filed = 280
- \$10.00 per document X 280 = \$2,800.00
- \$2,800.00 x 12 months = \$33,600.00

IV. Restoration and Preservation Projects

The Goal of the County Clerk's office is to:

- Digitize all official public records.
- Modernize and upgrade old records systems in the office.
- Continue to add records and information to existing computer system.
- Eliminate or reduce manual lookups and searches.
- Expedite record searching by having more records available for electronic retrieval.
- Provide more public information via the Internet.
- Preserve original records by reducing daily manual usage.

Project for FY 2026

The vast majority of the permanent records in the County Clerk's office are paper based and have been microfilmed for security backup. Most of these records are used on a daily basis by the public and are venerable to wear and tear. My goal is to complete the imaging of all original deed recordings into our computer system so that copies can be assessed electronically by the public.

Projects for future years:

- Digital re-creation, indexing of the following records:

Marriage Records
Bond Records

Birth Records
Military Discharge Records

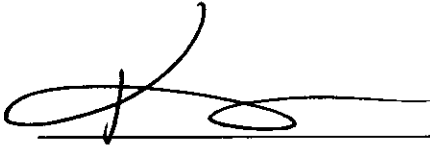
Death Records

V. Length of Project

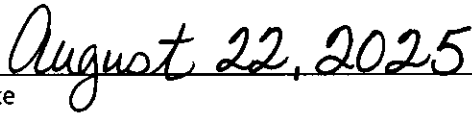
Due to the enormous volume of records in the Marion County Clerk's Office, the records archival projects will be an ongoing process for many years to come.

SUMMARY

The Legislature has provided a means to raise revenue for the records management and preservation of older county records. The records archive "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 any contract services will be done through standard purchasing procedures. Approval and implementation of the plan will insure the preservation of priceless historical records for future generations.



Kimberly Wise, County Clerk, Marion County



Date