

**County Clerk, Nueces County
Annual Funding Plan
For
Preservation and Restoration of
The Records Archive
118.025(g)**

I. Statutory Background

Local Government Code, Section 118.011 FEE SCHEDULE

(f) 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 following fee from any person:

(1) Records Archive Fee (Sec. 118.025) not more than \$10

**Local Government Code, Section 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.

II. Collection History

Commissioners Court previously adopted the following fees:

- County Clerk Ernest Briones - \$4.00 – January 7, 2004
- County Clerk Diana Barrera - \$4.00 – March 14, 2012
- County Clerk Kara Sands, under advisement of the Nueces County Attorney, ceased collection of the \$4.00 fee effective February 9, 2018.

III. Records Archive Fee Adoption and Annual Funding Estimate

Nueces County Commissioner's Court voted, on Wednesday, August 5, 2020, to approve the adoption of a \$10.00 Records Archive Fee to be collected by the Nueces County Clerk for filings and recordings.

Current annual Official Public Records (OPR) filing volume is approximately 56,000 which would amount to collection of an estimated \$560,000.00.

IV. Purpose

The projects outlined herein shall be funded by revenue generated by the Records Archive Fee. The County Clerk now seeks to use the Records Archive Fund to provide the following services to historical and permanent retention of records within the County Clerk's Office:

(1) Preservation & Archival Digitization of Manuscript Record Books

- a) Preservation and Archival Imaging of 70 Volumes of Deed Records dating from 1847 to 1910.
- b) Preservation of 55 Marriage (and misc. records) dating from 1846 to 1978.
- c) Preservation of one (1) Marriage Record volumes containing Foreign Marriage.

These volumes will receive full preservation to include:

- Removal of non-archival repairs, glues, tape, fasteners.
- Mending with acid-free and reversible materials and de-acidification
- Encapsulate in archival pockets and rebind in Disaster Safe County Binders (both a sole source product by Kofile Technologies) and rehouse in archival shelving units.
- Deed records from this collection will be imaged, grouped as documents, indexed by volume & page and imported into the Vanguard Land Recording Platform.

Total Cost for this initial project is \$570,246.81 and will be completed by Kofile Technologies utilizing the GSA-35F-275AA procurement schedule.

(2) Archival Digitization of Real Property Records

Archival Imaging of 1,555 volumes of Real Property Records dating from 1951 to 1982. The record book volume series in this project are Deeds and Oil & Gas.

These volumes will receive archival imaging services to include:

- Custom image cleanup and enhancement
- Group or split images to form documents
- Index by book, volume & page number
- Import into the Vanguard Records Management and Imaging System.
- All records of this year span are typescript; therefore, the Vanguard Records Management & Imaging System will provide Optical Character Recognition

on these documents for an advanced “full text searches” capability; i.e. search for words that are not indexed; for example, a physical address or names, etc.

Total Cost for this subsequent project is \$674,723.70 and will be completed by Kofile Technologies utilizing the GSA-35F-275AA procurement schedule.

V. County Clerk’s Designation of the Records Archive

NUECES COUNTY CLERK I COMPLETE ARCHIVE OVERVIEW			
RECORD SERIES	QUANTITY	PAGES	NOTES
Index Books	314	141,302	
Commissioners Court Minutes	90	31,280	Page counts not available for 33 new books
Bill of Sale Record	9		Page counts not available
Bond Record	4	2,560	
Brand Record	6	2,388	
Cans	155	266,920	155 metal cans. Births, Deaths, Marriage Licenses
Condo Records	20	60	Page counts not available for 19 volumes
Births	127	45,531	Page counts not available for 54 volumes
Discharges	34	23,746	
Death	81	16,238	Page counts not available for 39 volumes
Marriage Records	168	133,868	
Bonds & Mortgages/Deeds of Trust	1,761	1,102,460	Page counts not available for 184 volumes
Deed Records	1,917	1,308,380	Page counts not available for 65 volumes
Real Property Record	13		Page counts not available
Oil & Gas Record	418	130,480	Page counts not available for 208 volumes
Mechanic's Liens	369	242,415	Page counts not available for 29 volumes
Federal Tax Liens	43	3,604	Page counts not available for 32 volumes
State Tax Lien	20		Page counts not available
Lis Pendens	8	1,904	Page counts not available for 4 volumes
Miscellaneous Liens	9	1,036	Page counts not available for 2 volumes
Power of Attorney	31	22,297	
Election Returns	10	2,675	
Field Notes	3	212	
Surveys	48	12,679	48 volumes & 24 files loose documents
Judgement Record	1	480	
Miscellaneous Records	15	3,259	
Board of Equalization Minutes	18	11,520	
County School Records	12	8,050	
Plat Cabinet	12	12,480	
Flat File Drawer Negatives	69	10,587	
Other Maps	12	581	
	5,797	3,538,992	

VI. Overall goal and vision of the County Clerk's Office

Restore, preserve and computerize original record volumes designated for historical permanent retention. This will include:

- Prevent deterioration by preserving original records and replacing the public's need to access original records with access to computerized images and indexes.
- Obtain archival quality document images and create electronic indexes of all public and vital records to be made publically accessible through the County Clerk's Vanguard Records Management and Imaging System.
- Continue to modernize, upgrade and make records available to the public via the internet; this will reduce the need for manual lookups, searches and a courthouse physical visit.
- Expedite record searching by having more records available for electronic retrieval; this will provide more public information to the citizens of the County via the Intra/Internet.
- Obtain microfilm backup of all or some projects, organized by record series in book volume sequential order.
- Reclaiming space in the County Clerk's public records area. Upon completion of archival imaging and indexing, physical records dated after 1951 may be considered for transition to Texas State Library. This action will reduce storage space requirements. Additionally, it may eliminate future preservation costs in the event any portion of these records are subsequently designated for permanent historical retention by the legislature.

VII. Length of Future Projects

The digitization, restoration and archiving of records is an ongoing project and the length of completion is unknown and will span over years as funding becomes available.

VI. Additional Provision

Any other project that may arise concerning the 2020/2021 budget year.

VII. Archive Plan Summary

The overall goal and vision of this plan will be implemented in "phases" as funds are accrued and deposited into a special revenue account. The plan approval will allow the County Clerk to restore and fully preserve permanent and historical documents and improve service to the public through remote access to electronic records.