

**SAN AUGUSTINE COUNTY CLERK'S OFFICE
RECORDS ARCHIVAL PLAN FOR 2026-2027**

1. STATUTE

The 77th Texas Legislature passed HB370 to allow border counties to assess a \$5.00 Records Management and Preservation Fee for the preservation of older records filed with the County Clerk. The 78th Legislature passed SB 1731 amending the original legislation allowing all counties to collect this fee with the Commissioners' Court approval. This legislation amends Local Government Code Section 118.011(g), to enable the Commissioners' Court to adopt a Records Archive Fee for Preservation and automation of previously filed and recorded records.

The Court established a fee of \$5.00 to be collected at the time of filing or recording of any public record with the exception of documents filed by the state.

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 Commissioners' Court in a public meeting. The bill repealed the Local Government Code 118.011(g), and 118.025(k), relating to the expiration date of September 1, 2008.

HB 1513 passed by the 83rd Legislative Session amends Sections 118.011 (b) and (f) of the Local Government Code to increase the amount of the County Clerk's Record Archives Fee (assessed when a non-court document is presented to the County Clerk for recording of filing) from not more than \$5.00 to not more than \$10.00. The increased fee is set to revert to the \$5.00 amount on September 1, 2019.

SB 658 passed by the 86th Legislature Session makes the former temporary increases in Records Archive Fees and Records Management and Preservation Fees charged by District and County Clerks permanent.

II. PURPOSE

The County Clerk's Records have been exposed to deterioration from usage and unfavorable elements in some of the storage areas. Although the office is progressive in the preservation of current records by utilizing the Records Management Fee, funding has not been sufficient to conserve all of the oldest records or to electronically preserve, and enhance the integrity and reliability of the existing original record images and data into existing computer system

III. RESTORATION AND PRESERVATION PROJECTS

The goal of the County Clerk's Office is to:

Preserve 1800's record books by removing mold, de-acidifying, and placing in Water proof, fire proof containers.

Modernize and upgrade old records systems in the office

Continue to add records and information to existing computer system

Eliminate or reduce manual look-ups and searches
Expedite record searching by having more records available for retrieval
Provide more public information via the Internet
Preserve original records by reducing daily manual usage
Full Time help for scanning and preserving records & recording
Continue to preserve old volumes of records from the 1800s
School Records and Census Records
Birth and Death Certificates
Have plats scanned and put on computer
New system to record Court Minutes

IV. LENGTH OF PROJECT

Due to the enormous volume of records in the San Augustine County Clerk's Office 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 all 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.

ORDER TO ADOPT RECORDS ARCHIVAL PLAN

WHEREAS, Local Government Code, Section 118.011(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' Court approved the collection of a Records Archive fee of \$5.00 which the County Clerk's Office will collect at the time of filing or recording of any public record, excluding a state agency:

WHEREAS, Section 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.

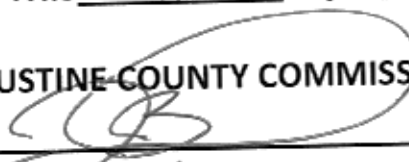
WHEREAS, WITH APPROVAL FROM THE Commissioner's Court the County Clerk will collect a Records Archive Fee of \$10.00 when a non- court document is presented for recording or filing with said fee, which commenced January 2014 and the passing of SB 658 in the 86th Legislature on April 26th, 2019 made the \$10.00 records archive and records management fee permanent.

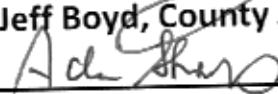
WHEREAS, after Commissioners' Court approval of the County Clerk's Records Archival Plan, and the Plan being accepted as presented.

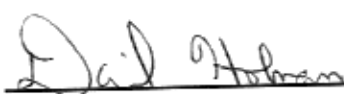
NOW THEREFORE, BE IT ORDERED by the Commissioners' Court of San Augustine County, Texas pursuant to the Texas Local Government code, Chapter 118 hereby adopts the San Augustine County Clerk's Records Archival Plan.

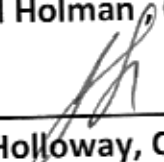
ADOPTED THIS 25 day of August 2026

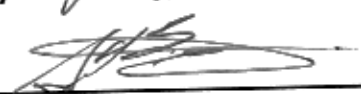
SAN AUGUSTINE COUNTY COMMISSIONERS' COURT


Jeff Boyd, County Judge

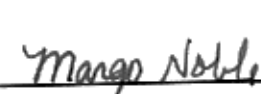

Adam Sharp , Commissioner Pct. #1


Daniel Holman, Commissioner Pct. #2


Joey Holloway, Commissioner Pct. #3


Steve Bryan , Commissioner Pct. #4

Attest:


Margo Noble, County Clerk