



**County of El Paso  
Agenda Item Details**

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**Item Title:** County Clerk's Office - Records Archive Preservation and Restoration Plan

**Submitted By:** Delia Briones, County Clerk

**Department:** County Clerk

**Department Phone Number:** 915-546-2071

**Subject:** Pursuant to Texas Local Government Code Section 118.025(b) approve and adopt the County Clerk's Records Archive Preservation and Restoration Plan for Fiscal Year 2024 - 2025. Further, approve payment to El Paso Inc., in the amount of \$70.00 for the publishing of the Public Notice Hearing. Funding is available in GF-CNTYCLK-ADVERTISING.

**Background:** As the custodian of records, the County Clerk is progressive in utilizing funds collected from the Records Management fee to properly preserve, restore, and safeguard multiple and various records in the Clerk's possession. All monies from the collection of the County Clerk Records Archive fee will be deposited into Special Revenue Account pursuant to Texas Local Government Code, Section 118.025(b).

**Fiscal Impact:** Fiscal Impact Historical  
\$41.40 for El Paso Inc. advertisement for FY 2024  
GF-CNTYCLK-ADVERTISING COGF-1000-0000000-431-10-11110-0001-00000-600204-

Fiscal Impact Projected

Long Account Number: Amount:

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**Budget or Unbudgeted Match:**

**Recommendation:** Pursuant to Texas Local Government Code Section 118.025(b) approve and adopt the County Clerk's Records Archive Preservation and Restoration Plan for Fiscal Year 2024 - 2025. Further, approve payment to El Paso Inc., in the amount of

\$70.00 for the publishing of the Public Notice Hearing. Funding is available in GF-CNTYCLK-ADVERTISING.

**Prior Action:**

Commissioners Court annually approves any requests from the County Clerk to continue the assessment of fees or increases for Records Management and Preservation

**Strategic Plan:**

Goal:

null

Objective:

**Strategic Plan Information:**

**Estimated Time Needed  
For This Item:**

5 minutes