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**County of El Paso
Agenda Item Details**

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:	<p>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-</p> <p>Fiscal Impact Projected</p> <p>Long Account Number: Amount:</p> <p>Long Account Number: GF-CNTYCLK-ADVERTISING COGF-1000-0000000-431-10-11110-0001-00000-600204- Amount: \$70.00</p>
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

AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Yuade Moore, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of El Paso Inc., a newspaper printed and published in the City of El Paso, County of El Paso, State of Texas, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Jul. 28, 2024

NOTICE ID: EviW5vMZ2e8P3IOFybz2

NOTICE NAME: County Clerk

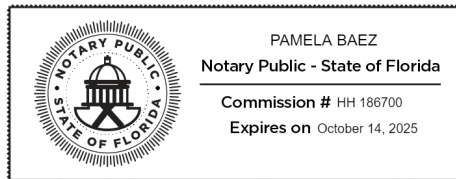
Publication Fee: 70.00

I declare under penalty of perjury that the foregoing is true and correct.

(Signed) Yuade Moore

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: 07/29/2024

Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE TO THE PUBLIC

On August 12, 2024 at 9:30 am, the El Paso County Commissioners Court shall hold a public hearing, pursuant to Texas Local Government Code Section 118.025(g), at the El Paso County Commissioner's Courtroom, 500 E. San Antonio, Room 303, El Paso, TX 79901, to take public comment regarding the County Clerk's Records Archive Preservation and Restoration Plan for Fiscal Year 2025 and the assessment of a County Clerk's Records Archives fee of \$10.00 for Fiscal Year 2025, pursuant to Texas Local Government Code Section 118.025(b).



Delia Briones County Clerk

The County Clerk's Office is progressive in utilizing the Records Management Fee for the Records Archive Preservation and Restoration Plan. This plan focuses on the preservation of historical records and making necessary imaged documents available to the public. All moneys collected from the Records Management Fee will be deposited into a Special Revenue Account pursuant to Texas Local Government Code, Section 118.025(d).

1. PRESERVATION OF HISTORICAL BOOKS

This project encompasses the preservation of various historical books, composed of Deed Records and Probate Records. The preservation method will consist of mending, repairing, and stabilizing the books with Mylar sleeves that will protect historical information contained within the books. The process will finalize with the encapsulation and rebinding of the historical books in disaster-safe County Binders that will be stored on custom-built shelving.

2. PRESERVATION OF HISTORICAL MARRIAGE RECORDS – KOFIL PHASE VI

As the custodian of Marriage Records, the County Clerk's Office continues to seek the preservation and refurbishment of valuable marriage records for the benefit of El Paso County residents. The Clerk is currently storing 111 bound books detailing over 60,000 marriage records. The goal of the County Clerk's Office is to use services from a vendor to assist in the indexing, preservation, and restoration of these marriage records to prevent further wear or damage.

3. PRESERVATION OF MILITARY DISCHARGE RECORDS DD-214's – KOFIL PHASE VI

The County Clerk's office is currently in possession of historical military discharge records (DD-214s), which hold value to our military community. These capstone military documents represent the complete verified record of service members' time in the military. These documents are imperative in a service member's ability to verify their service and secure veteran benefits. Presently, the County Clerk is the custodian of 38 books, which contain over 20,000 pages of military discharge records. The County Clerk's Office is currently preserving and restoring these valuable records to prevent further deterioration and provide prompt access to those in need of these documents.



Delia Briones County Clerk

4. WEB-BASED RECORDS MANAGEMENT SOFTWARE

The County Clerk's Office is the custodian of records for all County entities; responsible for safeguarding records housed at two County warehouse locations. The current file management application is limited in its ability to properly document, create and manage the various types of records in possession of the County Clerk's Records Management Division. The County Clerk's Office will be using a vendor who can provide customizable software configuration that meets the growing organizational needs of the County. The new software will expedite records requests and retrievals by providing one uniform system.



Delia Briones County Clerk

PHASES COMPLETED

- **Phase I**
Historical Records, 451 Books, in need of immediate service
- **Phase II**
Deed Records, 451 Books, Volumes 33 to 479
- **Phase III**
Deed Records, 444 Books, Volumes 480 to 923
- **Phase IV**
Deed Records, 431 Books, Volumes 924 to 1,354
Part I: Volumes 924 to 1,270
Part II: Volumes 1,271 to 1,354
- **Phase V**
431 Books Deed Records, Volumes 1,355 to 1,642
Probate Minutes, Volumes 1 to 10
- **Phase VI**
DD214s, Volumes 1 to 38
Marriage Licenses, Volumes 1 to 111
QuickLink Lite Index Books – Deed Volumes Years 1874 - 1963
Deed Records, Volumes 1642 to 1750
- **Phase VII**
Deed Volumes 1751 – 1775
Deed Record Vol. A
Deed Records 1 – 32; E, F & G (UTEP) – Microfilm Conversion
Probate Minute Books 1 – 244
- **Phase VIII**
Probate Minute Books 245 – 488
Deed of Trust 1 – 10



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- **Phase IX**
Commissioners Court
Minutes, Volumes 2 to 36
Index to Commissioners Court Minutes, Volumes 1 to 19
Deed of Trust, Volumes 11 – 190
- **Partial Phase X**
Deed of Trusts, Volumes 191-204
- **Phase X – (2023-2024)**
QuickLink© Lite for Index to Commissioners Court
Deed of Trusts, Volumes 205 - 459

PHASES PENDING COMPLETION

- **Phase XI – (2024 - 2025)**
UTEP Book Recreation of Volumes A-G & 1-32
Deed of Trust 458-658
- **Phase XII – (2025 - 2026)**
Deed of Trust 659-859
- **Phase XIII – (2026 -2027)**
Deed of Trust 860-921
QuickLink Full Index Books – Deed of Trust Volumes Years 1886-1963
Plat Book 1-57 – Resleeve & Rehouse in Plat Cabinets
- **Phase XIV – (2027 - 2028)**
Plat Book 57-80 & 2006-2021 – Resleeve & Rehouse in Plat Cabinets
- **Phase XV – (2028 – 2029)**
Abstract of City Lots 1-26
Clerk's File Docket 5-15
Execution Docket – County Court 3, 1-12
Index of Execution Docket 1-4
County Clerk's Fee Book 11-51
Misc. Fee Books (8 Volumes)
Probate Docket & Fee Book 1-67