

Filed For Record 3:47pm



# JOHNSON COUNTY COMMISSIONERS COURT

JUL 24 2023

April Long  
County Clerk, Johnson County Texas

BY md DEPUTY

**Christopher Boedeker**  
County Judge

**Rick Bailey**  
Commissioner  
Precinct 1

**Kenny Howell**  
Commissioner  
Precinct 2

**Mike White**  
Commissioner  
Precinct 3

**Larry Woolley**  
Commissioner  
Precinct 4

THE STATE OF TEXAS  
  
COUNTY OF JOHNSON

§  
§  
§

ORDER 2023-56

### APPROVAL OF THE JOHNSON COUNTY CLERK'S FY 2024 RECORDS ARCHIVE PLAN AND APPROVAL OF THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH SAID PLAN

The Johnson County Commissioners Court met on **July 24, 2023**, in Regular Session and held a Public Hearing to consider the Approval of the Johnson County Clerk's FY 2024 Records Archive Plan and the Approval of the Expenditure of Funds in Accordance with said Plan, which is attached hereto as Exhibit A.

The Public Hearing was properly published in the Cleburne Times Review, on Saturday, July 15, 2023, on the County Web Page, and on the bulletin board of the Johnson County Commissioners Court at the Johnson County Courthouse on July 14, 2023.

A motion was made by Commissioner White, Pct. 3 and seconded by Commissioner Howell, Pct. 2 for the "Approval of the Johnson County Clerk's FY 2024 Records Archive Plan and Approval of the Expenditure of Funds in Accordance with said Plan."

Said motion was approved by a vote of the Commissioners Court on the 24<sup>th</sup> day of July 2023.

**NOW THEREFORE BE IT RESOLVED AND ORDERED:**

The Commissioners Court of Johnson County, Texas does hereby enter this Order for the “Approval of the Johnson County Clerk’s FY 2024 Records Archive Plan and Approval of the Expenditure of Funds in Accordance with said Plan.”

**WITNESS OUR HAND THIS THE 24<sup>TH</sup> DAY OF JULY, 2023.**



**Christopher Boedeker, Johnson County Judge**

Voted:  yes, \_\_\_ no, \_\_\_ abstained

\_\_\_\_\_

**Rick Bailey, Comm. Pct. 1**

Voted: \_\_\_ yes, \_\_\_ no, \_\_\_ abstained



**Kenny Howell, Comm. Pct. 2**

Voted:  yes, \_\_\_ no, \_\_\_ abstained



**Mike White, Comm. Pct. 3**

Voted:  yes, \_\_\_ no, \_\_\_ abstained



**Larry Woolley, Comm. Pct. 4**

Voted:  yes, \_\_\_ no, \_\_\_ abstained



**ATTEST: April Long, County Clerk**



EXHIBIT A  
APRIL LONG  
COUNTY CLERK



## FY 2024 RECORDS ARCHIVE PLAN

### INTRODUCTION

The majority of permanent records in the County Clerk's office are paper-based. These records are used daily by the Public and are vulnerable to loss and theft. As the custodian of the records, the County Clerk seeks to preserve existing original records by restoring or re-creating old volumes, digitizing older microfilm and paper records, re-indexing old handwritten and typed index books, and converting all older media into electronic format and importing this newly created data into the existing computer system. This will ensure the longevity of the original record and improve customer service by providing easier access to the records.

### RESPONSIBILITY

The County Clerk and the employees designated by the County Clerk to assist are responsible for implementing the preservation and restoration of records maintained by the County Clerk's Office. The final decision regarding funding and the expenditures of the plan shall be made by the County Clerk with the Commissioners Court approval.

### STATUTE

Pursuant to Local Government Code: *Section 118.011(f)(1)*, the County Clerk shall, if adopted by the Commissioners Court, collect a Records Archive Fee, of no more than \$10.00, from any person.

*\*\*Per Order #2013-28, the Johnson County Commissioners Court adopted to increase the Records Archive Fee from \$5.00 to \$10.00.*

Pursuant to Local Government Code: *Section 118.025*, the fee must be paid at the time a person, excluding a state agency, presents a public document to the County Clerk for recording or filing.

The fee shall be deposited in a separate records archive account in the general fund of the county and any interest accrued remains with the account.

The funds generated from the collection of a fee under *Section 118.025* may be expended only for the preservation and restoration of the County Clerk's Records Archive.

The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by *Section 193.009(b)(4)*.

**BUDGET & EXPENDITURES**

The funds generated from the collection of this fee are expended only for the preservation and restoration services performed by the County Clerk in connection with maintaining the County Clerk's Records Archive on public documents. Funds not used in a fiscal year will carry over to the next fiscal year for expenditures as listed in this Annual Records Archive Plan. The County Clerk's Records Archive Funds' current balance, as of July 1, 2023, is approximately \$1,193,109.52.

**PROJECTED REVENUE FOR FY 2024**

| DOCUMENT TYPE           | PROJECTED NO. OF FILINGS<br><i>*Based on the previous 4-year average</i> | PROJECTED REVENUE<br><i>\$10.00 x Number of Projected Filings</i> |
|-------------------------|--|---|
| OFFICIAL PUBLIC RECORDS | 43,617.25  | \$436,172.50  |

**PENDING PRESERVATION PROJECTS**

| RECORD TYPE   | PROJECT DESCRIPTION | PROJECT START DATE       | COST  |
|---|---------------------|--------------------------|---|
| Deed of Trust Vol. A, B, 3-169                                  | PRV/IM/ID           | 03/13/2023               | \$855,901.97<br>*Split Expense:<br>FY 23: \$427,950.99<br>FY 24: \$427,950.98 |
| Plats<br>(Approx. Date Range 1854-1950)                         | PRV/IM              | PENDING PLANNED FOR FY24 | Quoted at \$37,635.00   |
| Plat Index Books Vol. 1-2                                       | PRV/IM              | PENDING PLANNED FOR FY24 | NOT QUOTED  |
| Index to Roads of the Comm. Court Vol. 1                        | PRV/IM              | PENDING PLANNED FOR FY24 | NOT QUOTED  |
| Road Minutes Vol. 1-2, Vol. 4-6<br>(Approx. 1880-1924)          | PRV/IM              | PENDING PLANNED FOR FY24 | NOT QUOTED  |
| Comm. Court Minute Books Vol. 10-22<br>(Approx. 1920-1987)      | PRV                 | PENDING PLANNED FOR FY24 | NOT QUOTED  |
| Mechanic's Lien Vol. 4-38                                       | PRV                 | TBD                      | **Quoted at \$143,808.00  |
| Oil & Gas Vol. 1-16   | PRV                 | TBD                      | **Quoted at \$71,904.00   |
| Federal Tax Lien Vol. 1-3                                       | PRV                 | TBD                      | **Quoted at \$12,326.40   |
| State Tax Lien Vol. 1-2   | PRV                 | TBD                      | **Quoted at \$8,217.60  |
| Cross Index to Mortgage Vol. 1-6<br>(Approx. 1870-1923)         | PRV/IM              | TBD                      | NOT QUOTED  |
| General Index to Deed of Trust Vol. 7-11<br>(Approx. 1923-1956) | PRV/IM              | TBD                      | NOT QUOTED  |

## COMPLETED PRESERVATION PROJECTS

| RECORD TYPE   | YEAR COMPLETED |
|---|----------------|
| <b>BIRTH RECORDS</b>  |                |
| Birth & Death Record Vol. A   | 2016           |
| Register of Births 1888-1933  | 2016           |
| Register of Births 1917-1928  | 2016           |
| Birth & Death Record Vol. A-4<br>(Approx. 1910-1917)                  | 2020           |
| Birth Record Vol. A-1, A-2, A-5, A-6<br>(Approx. 1903-1928)           | 2020           |
| Record of Births Vol. A-3<br>(Approx. 1909)                           | 2020           |
| Index to Birth  | 2021           |
| <b>COMMISSIONERS COURT MINUTES</b>                                    |                |
| Index to Comm. Court Minutes Vol 1-3                                  | 2016           |
| Comm. Court Minutes Vol. A, B*, C, D, E, E*                           | 2016           |
| Comm. Court Minutes Vol. 1-9  | 2016           |
| <b>COUNTY COURT MINUTES</b>   |                |
| General Index to County Court Minutes Vol. 2                          | 2020           |
| County Court Minutes Vol. A, B, 5-8, 10-13, 15                        | 2020           |
| <b>DEATH RECORDS</b>  |                |
| Register of Deaths 1885-1917  | 2016           |
| Death Record Vol. 1-6 and A-3, A-5, A-6<br>(Approx. 1903-1956)        | 2019           |
| Death Record Vol. 7<br>(Approx. 1956-1958)                            | 2020           |
| <b>MARRIAGE RECORDS</b>   |                |
| Marriage Record Vol. 1, 3-30  | 2020           |
| <b>OFFICIAL PUBLIC RECORDS</b>  |                |
| Marks and Brands Vol. 1<br>(Approx. 1854-1943)                        | 2019           |
| Marks and Brands Vol. 2 & 3<br>(Approx. 1943-1981)                    | 2020           |
| Index to Military Discharge Vol. 1<br>(Approx. 1918-1972)             | 2022           |
| Military Discharge Vol. 1-13<br>(Approx. 1919-1989)                   | 2022           |
| Register of Discharges Filed for Record Vol. 1<br>(Approx. 1945-1952) | 2022           |
| <b>PROBATE CASE RECORDS</b>   |                |
| Probate Minutes Vol. A-G  |                |
| Probate Case Records – Case No. 1-2517                                | 2016           |
| Probate Case Records – Case No. 2518-6527                             | 2016           |
| Index to Probate Minutes Vol. 1-10                                    | 2021           |
| <b>REAL PROPERTY RECORDS</b>  |                |
| Direct Index to Deeds Vol. 1, 3, 4                                    | 2019           |
| Direct Index to Deeds. Vol. 2<br>(Approx. 1883-1890)                  | 2020           |
| Direct Index to Deeds Vol. 5-7<br>(Approx. 1902-1911)                 | 2020           |
| Direct Index to Deeds Vol. A-Z<br>(Approx. 1910-1914)                 | 2020           |

|  |      |
|--|------|
| Direct Index to Deeds Vol. A-Z<br>(Approx. 1914-1929)  | 2020 |
| Direct Index to Deeds Vol. A-Z<br>(Approx. 1930-1959)  | 2021 |
| Reverse Index to Deeds Vol. 1, 1*, 2-4   | 2019 |
| Reverse Index to Deeds Vol. 5-7<br>(Approx. 1902-1911)                                       | 2020 |
| Reverse Index to Deeds Vol. A-Z<br>(Approx. 1910-1914)                                       | 2020 |
| Reverse Index to Deeds Vol. A-Z<br>(Approx. 1914-1929)                                       | 2020 |
| Reverse Index to Deeds Vol. A-Z<br>(Approx. 1930-1959)                                       | 2021 |
| Deed Record Vol. A, A*, B, C, D, E, F, F*, G, H,<br>I, K, L, M, N, O, P, Q, R, S, T, U, V, W | 2019 |
| Deed Record Vol. 23-82 and 84-90   | 2019 |
| Deed Record Vol. 91-205<br>(1900-1918)   | 2020 |
| Deed Record Vol. 206-323<br>(Approx. 1918-1941)  | 2021 |
| Deed Record Vol. 324-377<br>(Approx. 1941-1951)  | 2022 |

\*TRANSCRIBED





JUL 24 2023

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 7/12/2023

Meeting Date: 7/24/2023

**Approved**

Submitted By: April Long

Department/Office: County Clerk's Office

Signature of Director/Official: April Long

Agenda Title:

Public Hearing and Approval of Order #2023-56

**Public Description** (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Pursuant to Sec. 118.025 of the Local Government Code, Public Hearing on the County Clerk's FY 2024 Records Archive Plan and Consideration of Order #2023- , "Approval of the Johnson County Clerk's FY 2024 Records Archive Plan and Approval of the Expenditure of Funds in Accordance With Said Plan"

(May attach additional sheets if necessary)

Person to Present: April Long, County Clerk

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC  CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Action Item (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney  IT  Purchasing  Auditor

Personnel  Public Works  Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please Inter-Office All Original Documents to County Judge's Office Prior to Deadline & List All External Persons Who Need a Copy of Signed Documents In Your Submission Email**



JUL 24 2023



## NOTICE OF PUBLIC HEARING

The Commissioners Court of Johnson County will conduct a Public Hearing for the purpose of receiving public comment and approval of the Johnson County Clerk's FY 2024 Records Archive Plan. The Public Hearing will be conducted on Monday, July 24, 2023, at 9:00 A.M., in the Commissioners Court Room, located in the Johnson County Courthouse, at 2 North Main St., Cleburne, Texas 76033.

Published in '*Times Review*' classified section under 'LEGAL NOTICE' on these dates:  
July 15, 2023

Published on Johnson County webpage, Commissioners Court section under 'NOTICES':  
July 14, 2023 to present

Posted at the Johnson County Courthouse Bulletin Board  
July 14, 2023 to present