



JOHNSON COUNTY COMMISSIONERS COURT

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

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§
§

ORDER 2025-74

COUNTY OF JOHNSON

APPROVAL OF THE JOHNSON COUNTY CLERK'S FY 2026 RECORDS ARCHIVE PLAN AND APPROVAL OF THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH SAID PLAN

The Johnson County Commissioners Court met on August 25, 2025, in Regular Session and held a Public Hearing to consider the approval of the Johnson County Clerk's FY 2026 Records Archive Plan and the approval of the expenditure of funds in accordance with said plan.

The Public Hearing was properly published in the Cleburne Times Review on Saturday, August 16, 2025, on the County Web Page, and on the bulletin board of the Johnson County Commissioners Court at the Johnson County Courthouse on August 12, 2025.

NOW THEREFORE BE IT ORDERED:

The Commissioners Court of Johnson County, Texas does hereby enter this Order for the approval of the Johnson County Clerk's FY 2026 Records Archive Plan and approval of the expenditure of funds in accordance with said plan.

WITNESS OUR HAND THIS, THE 25TH DAY OF AUGUST 2025.

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



Filed For Record 8:24 AM

AUG 26 2025

April Long
County Clerk, Johnson County Texas

BY April Long DEPUTY

APRIL LONG
COUNTY CLERK



FY 2026 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 County Clerk shall make the final decision regarding funding and plan expenditures with the Commissioners Court's 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 Fund's current balance, as of July 31, 2025, is approximately \$1,102,402.98

PROJECTED REVENUE FOR FY 2026

DOCUMENT TYPE	PROJECTED NO. OF FILINGS <i>*Based on the previous 4-year average</i>	PROJECTED REVENUE <i>\$10.00 x Number of Projected Filings</i>
OFFICIAL PUBLIC RECORDS	40,141	\$401,407.50

PENDING PRESERVATION PROJECTS

RECORD TYPE	PROJECT DESCRIPTION (Level of Service)	PROJECT START DATE	QUOTED COST <small>QUOTED COST IS ESTIMATED BILLED ON ACTUALS</small>	
ABSTRACT OF JUDGMENT RECORDS				
Index to Abstract of Judgement (Approx. 1935-1971)	PRV	FY26	\$5,446.35	
Abstract of Judgment Vol. A, 2-11 (Approx. 1880-1960)	PRV	FY26	\$78,343.65	
	IM	FY26	\$10,191.50	
	ID	FY26	\$63,019.00	
ATTACHMENT LIEN RECORDS				
Attachment Lien Vol. 1-2 (Approx. 1889-1949)	PRV	FY26	\$14,244.30	
	IM	FY26	\$1,853.00	
	ID	FY26	\$5,729.00	
BILL OF SALE RECORDS				
Bill of Sale Vol. 5-7 (Approx. 1880-1972)	PRV	FY26	\$21,366.45	
	IM	FY26	\$2,779.50	
	ID	FY26	\$8,593.50	
DEED RECORDS				
Vol. 378 (Approx. 1950-1951)	PRV	FY26	\$4,911	
DEED OF TRUST RECORDS				
Cross Index to Mortgage Vol. 1-6 (Approx. 1870-1923)	PRV	FY26	\$59,909.85	
General Index to Deed of Trust Vol. 7-11 (Approx. 1923-1956)				
ESTRAY RECORDS				
Labor & Materialmen's Lien (Approx. 1916-1958)	TBD			
	PRV	FY26	\$5,457.00	
	IM	FY26	\$926.50	
	ID	FY26	\$2,864.50	
	LIS PENDENS			
	<i>*Due to size, Vol. 1 & 2 will be combined into one preserved book.</i>			
Lis Penden Vol. 1-2 (Approx. 1907-1945)	PRV	FY26	\$5,603.69	
	IM	FY26	\$732.48	
	ID	FY26	\$1,011.00	
Lis Penden Vol. 3 (Approx. 1938-1976)	PRV	FY26	\$7,122.15	
	IM	FY26	\$926.50	
	ID	FY26	\$2,864.50	

MECH LIEN RECORDS			
Index to Mech. Lien Vol. 1 (Approx. 1975-1983)	PRV	FY26	\$7,122.15
Lien Records Vol. 1-3* (Approx. 1890-1904)	PRV	FY26	\$15,082.20
	IM	FY26	\$1,962.00
	ID	FY26	\$6,066.00
MEETING NOTES			
<i>*Due to size, records will be combined into one preserved book.</i>			
Sulphur Company Meeting Notes	PRV	FY26	\$4,608.45
Record of Meeting of the Board of Equalization			
MISCELLANEOUS RECORDS			
<i>*Due to size, records will be combined into one preserved book.</i>			
Alien Ownership of Land	PRV	FY26	\$2,513.70
Automobile Registry (Approx. 1913-1917)			
Landlord Lien Rent (Approx. 1919-1962)			
Public Utilities Vol. 1			
Record of Animals Killed on Roadway			
Redemption Record (1 volume with/ 1-page, Approx. 1919)			
Scalp Book (2 volumes with/ 3 pages, Approx. 1913-1917)			
MISCELLANEOUS RECORDS	TBD		
<i>*Various record types found by our office and/or brought to our office for preservation.</i>			
MILITARY DISCHARGE			
Vol. 14	PRV	FY26	\$96,300
Vol. 14A			
Vol. 14B			
Vol. 15			
Vol. 15A			
Vol. 15B			
Vol. 16-22			
FILE DOCKET OF INSTRUMENT FOR RECORD			
File Docket of Inst. For Record Vol. 1	PRV	FY26	\$168,836.85
File Docket of Inst. For Record Vol. 1A			
Inst. Record Deeds #2			
File Docket Inst. For Record #3			
Record of Inst. Filed #4			
Index of Inst. Filed Record #6-27			
Inst. Filed for Record #28-30			
SURVEYOR'S RECORD OF FIELD NOTES			
<i>*Due to size, records will be combined into one preserved book.</i>			
Vol. B, J, 1914 (Approx. 1857-1914)	PRV	FY26	\$2,513.70
	IM	FY26	\$327.00
VITAL STATISTIC RECORDS	TBD		
Birth Records Vol. 1-12 (Approx. 1928-1958)			
Marriage Records Vol. 31-37 (Approx. 1955-1974)			
Notice of Intent to Marry (Approx. 1929-1933)			

COMPLETED PRESERVATION PROJECTS

RECORD TYPE	YEAR COMPLETED
BIRTH RECORDS	
Birth & Death Record Vol. A	2016
Register of Births 1888-1933	2016
Register of Births 1917-1928	2016
Birth & Death Record Vol. A-4 (Approx. 1910-1917)	2020
Birth Record Vol. A-1, A-2, A-5, A-6 (Approx. 1903-1928)	2020
Record of Births Vol. A-3 (Approx. 1909)	2020
Index to Birth	2021
COMMISSIONERS COURT MINUTES	
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
Comm. Court Minute Books Vol. 10-16	2024
Index to Roads of the Comm. Court Vol. 1	2024
Road Minutes Vol. 1-2, 3 Vol. 4-6	2024
COUNTY COURT MINUTES	
General Index to County Court Minutes Vol. 2	2020
County Court Minutes Vol. A, B, 5-8, 10-13, 15	2020
DEATH RECORDS	
Register of Deaths 1885-1917	2016
Death Record Vol. 1-6 and A-3, A-5, A-6 (Approx. 1903-1956)	2019
Death Record Vol. 7 (Approx. 1956-1958)	2020
MARRIAGE RECORDS	
Marriage Record Vol. 1, 3-30	2020
OFFICIAL PUBLIC RECORDS	
Marks and Brands Vol. 1 (Approx. 1854-1943)	2019/2025
Marks and Brands Vol. 2 & 3 (Approx. 1943-1981)	2020/2025
Marks and Brands Vol. 4-7	2025
Index to Military Discharge Vol. 1 (Approx. 1918-1972)	2022
Military Discharge Vol. 1-13 (Approx. 1919-1989)	2022
Register of Discharges Filed for Record Vol. 1 (Approx. 1945-1952)	2022
Mechanic's Lien 1883	2025
Mechanic's Lien Vol. 4-38	2025
Oil & Gas Vol. 1-16	2025
Federal Tax Lien Vol. 1-3	2025
State Tax Lien Vol. 1-2	2025
Bond Register Vol. 2-4, 6 (Approx. 1912-1965)	2025
Deputation Record Vol. 4, 6 (Approx. 1910-1953)	2025

Official Bond Record Vol. 5-6 (Approx. 1927-1956)	2025
Official Bond Record Weigher & Warehouseman Bonds Vol. 1 (Approx. 1915-1947)	2025
Official Records Vol. 3 (Approx. 1894-1912)	2025
Record of Official Bonds Vol. 2 (Approx. 1888-1894)	2025
PLAT RECORDS	
Plat Index Books Vol. 1-2	2024
Plats (Approx. Date Range 1854-1950)	2024
PROBATE CASE RECORDS	
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
REAL PROPERTY RECORDS	
Direct Index to Deeds Vol. 1, 3, 4	2019
Direct Index to Deeds. Vol. 2 (Approx. 1883-1890)	2020
Direct Index to Deeds Vol. 5-7 (Approx. 1902-1911)	2020
Direct Index to Deeds Vol. A-Z (Approx. 1910-1914)	2020
Direct Index to Deeds Vol. A-Z (Approx. 1914-1929)	2020
Direct Index to Deeds Vol. A-Z (Approx. 1930-1959)	2021
Reverse Index to Deeds Vol. 1, 1*, 2-4	2019
Reverse Index to Deeds Vol. 5-7 (Approx. 1902-1911)	2020
Reverse Index to Deeds Vol. A-Z (Approx. 1910-1914)	2020
Reverse Index to Deeds Vol. A-Z (Approx. 1914-1929)	2020
Reverse Index to Deeds Vol. A-Z (Approx. 1930-1959)	2021
Deed Record Vol. A, A*, B, C, D, E, F, F*, G, H, 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 (1900-1918)	2020
Deed Record Vol. 206-323 (Approx. 1918-1941)	2021
Deed Record Vol. 324-377 (Approx. 1941-1951)	2022
Deed of Trust Vol. A, B, 3-169	2023

**TRANSCRIBED*



NOTICE OF PUBLIC HEARING

The Commissioners Court of Johnson County will conduct a Public Hearing to receive public comment and approval of the Johnson County Clerk's FY 2026 Records Archive Plan. The Public Hearing will be conducted on Monday, August 25, 2025, at 9:00 A.M., in the Commissioners Court Room, located in the Johnson County Courthouse, at 2 North Main St., Cleburne, Texas 76033.

AGENDA PLACEMENT FORM

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

Date: 8/7/2025

Meeting Date: 8/25/2025

Submitted By: Sarah George

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Court Decision: <small>This section to be completed by County Judge's Office</small>


Description:

Public Hearing and Approval of Order #2025-74

Pursuant to Sec. 118.025 of the Local Government Code, Public Hearing on the County Clerk's FY 2026 Records Archive Plan and Consideration of Order #2025-74 , "Approval of the Johnson County Clerk's FY 2026 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

(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: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**