

COUNTY CLERK

PRESERVATION AND RESTORATION RECORDS ARCHIVAL PLAN

EXECUTIVE SUMMARY

The County Clerks office wants to take advantage of new legislation that is designed to preserve archived records by adding an archive fee to each filed or recorded document. This fee is to be dedicated to that task. The vast majority of the permanent records in the County Clerks office are paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear.

With no cost to the County, these records can be preserved by adding an archive fee to cover the cost of microfilming the paper-based documents.

Additionally, significant space savings will be realized where documents are currently larger than legal size. During the preservation and restoration process, these documents will be reprinted to legal size paper.

INTRODUCTION

Currently, Counties adjacent to international borders have the ability to charge a records archive fee not exceed \$5.00 for the recording or filing of public documents in county clerks' offices. SB 1731 removes "adjacent to international borders" restriction and opens the fee to all Texas counties. S.B. 1731 provides for a fee not to exceed \$5.00 to be imposed for recording or filing public documents in county clerk offices in any county for the purpose of preserving, restoring, and managing county records.

County Clerks are currently authorized to collect a records management fee for maintaining and preserving current documents. In most cases, this fee is not sufficient to also preserve and restore archived records. This new legislation is designed to target archived records.

This bill authorizes the commissioner's court to adopt a records archive fee as part of the county's annual budget. If the provisions of SB 1731 are implemented, the county will experience a revenue gain. This additional revenue will be dedicated to helping county clerks focus on preserving older records.

The effective date of this Act is September 1, 2003 and expires September 1, 2008.

Effective June 17, 2005 SB 526 repeals the sunset date and lets the County Clerk designate the records, instead of it only covering recordings prior to 1/1/1990.

Texas Legislature 83rd Regular Session passed HB 1513 to increase the records management and preservation fees charged by district and county clerks to \$10.00. Fees are going into effect January 1, 2014 with a provision reverting back to the \$5.00 fee effective September 1, 2019.

In presenting my plan I am requesting the fee increase in both records' management and archive fee from \$5.00 to the \$10.00.

Texas Legislature 86th Regular Session passed SB 658 which allowed the archive fee of \$10.00 to be permanent. It was scheduled to be reduced to a maximum \$5.00 fee on 9/1/2019.

Statute

LGC § 118.011(f): The county clerk of a county shall, if the commissioner's court of the county adopts the fee as part of the county's annual budget collect the following fee from any person (1) Records Archive Fee (Sec. 118.025) not more than \$10.00

Texas Legislature 86th Regular Session

Effective September 1, 2019, the maximum allowable archive fee will be permanent. It was scheduled to be reduced to a maximum \$5 fee on 9/1/19, but SB 658 of the 86th TX Legislature made the current \$10 maximum allowable amount a permanent figure.

STATUTE

LGC §118.011(f): The county clerk of a county shall, if the commissioners court of the county adopts the fee as part of the county's annual budget, collect the following fee from any person: (1) Records Archive Fee (Sec. 118.025) not more than \$10

LGC §118.025(c): 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.

NOTES:

The Archive Fee is separate from the \$10 Court Records Preservation Fee.

The Archive Fee is authorized under Chapter 118 LGC, Subchapter B. entitled "Fees of County Clerk Other than Court Fees"

Regarding the Records Archive Fee, the Texas Association of Counties Legal Department submitted the following in their 2017 Publication titled *Special and Dedicated Funds*:

Source [of revenue]: Fees paid for recording or filing services, set by the Commissioners' Court, not to exceed \$10. Optional, set by the Commissioners' Court. Accrued interest remains with this account.

[Effective September 1, 2019, the filing/recording maximum allowable fee will be permanent. It was scheduled to be reduced to a maximum \$5 fee, but SB 658 will make the current \$10 maximum allowable amount a permanent figure.]

Controlled by: County Clerk and Commissioners' Court, by agreement, subject to annual public hearing and commissioners court budgetary authorization.

Purposes: Monies may be expended only for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive on public documents designated by the county clerk as part of the records archive. The monies 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.

Additional Requirements: Fee set by Commissioners' Court as part of budget process. County clerk designates public documents that are part of records archive and prepares plan to pay for preservation and restoration of records archive, subject to approval by the Commissioners' Court. Public hearing required.

BUDGET AND EXPENDITURES

Records preservation and restoration efforts are funded by revenue generated by the Clerk's Archival Fee. The plan may be adopted by the Commissioners' Court in compliance with LGC §118.025 and is itemized as part of the County's annual budget process. The maximum allowable fee amount is established by the Texas Local Government Code §118.011(f) and requires approval by the Commissioners' Court. Both currently and in the past the Commissioners' Court has approved that the County Clerk collect \$ 10.00 for this fee which must be paid at the time any person, excluding a state agency, presents a public document to the County Clerk for recording or filing. 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 a 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 the Annual Archival Plan.

LGC § 118.025(c)

Completed projects

My 2015 plan was to digitize all my marriage license from 1849 to the present and digitize death certificated from 1903 to the present. This was a very large project with about a two-year process time. My plan for 2016-2017 is to complete this project. Kofile Preservation has scanned in all images. The next step will be the indexing of all marriage license and death certificates. This will be indexing and then a blind re-key and verification of all documents before release to our system. This also includes disaster recovery electronic off-site backup.

We are just now finishing up my 2016-2017 marriage and death certificate project.

My next project for 2017-2018 will be my DD214/Service Records. I have already begun this process with Data Preservation Solutions (DPS) with Commissioners Court approval. With the move back to the courthouse we did not have space to secure these records from the public. DD214/Service Records are not a public record. We will now have a computerized and automated in electronic format to provide copies to the veterans on request. My 2018-2019 project will go back five years with my Land Records. At this time, I have back to 1985 for the OPR records. This will include volumes 927-1042, January 1, 1980 through December 21, 1984. With backfile scanning and indexing. I will restore the Patent book. For the book reservation services they will clean, repair and deacidify all pages, new leather and buckrum binder's gold leaf lettering with county seal on cover. Pages will be placed in archival quality mylar sleeves. Includes scanning and a DVD. I will also have all 40 books of Commissioner Court minutes digitized. This will include scanning, image. Cost of all 3 projects \$173,635.00 with Data Preservation Solutions being the vendor on this project.

ARCHIVE PLAN

Fiscal Year 2026-2027

For my 2026-2027 plan I am working on 1836 to 1974 Official public records to be loaded both indexes and images into our Tyler Eagle system. This will be done upon the completion of the Historical archive project that Kofile is working on. This will be loaded by US Imaging that currently does all our indexing. This is a continuation of the last several years project. Hope to be finished this year.

This too will be done with no cost to the county and will safeguard the records in case of any type of loss. Again, most importantly will be space savings.

PROJECTED REVENUE

Documents subject to fees are Official Public Record, Civil, and Probate. This will be approximately \$48,000.00 per year.

Sherry Dowd
Navarro County Clerk

The NavCo Chronicle LLC

199 Sweetgum Dr
Bullard, TX 75757-6402 USA
+19039152046
kris@thenavcochronicle.com

**INVOICE**

BILL TO
Navarro County

INVOICE 25-967
DATE 08/14/2026
TERMS Due on receipt
DUE DATE 09/14/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/26/2026	Public Notice _ City Designation	Elected Official Salary PO 326854	1	250.00	250.00

Thank you for your continued support! The NavCo Chronicle accepts Cash and Credit/Debit Cards.

Ways to pay

View and pay

SUBTOTAL 250.00
TAX 0.00
TOTAL 250.00
BALANCE DUE **\$250.00**

Sherry Dowd

CLASSIFIEDS

PUBLIC NOTICE

In accordance with Section 152.013 of the Texas Local Government Code, the following are proposed amended increases in total compensation for elected officials for the fiscal year beginning October 1, 2027. The proposed increases will be considered at the budget hearing, which will be held Thursday, September 10th 2026 at 10:00 a.m. in the Commissioners Conference Room, located in the basement of the Navarro County Courthouse, 300 West Avenue, Corsicana, Texas.

ELECTED OFFICIAL	TOTAL FY26 COMP CALC	NET INCREASE (DECREASE)	TOTAL FY27 COMP CALC
County Judge *	139,384	28,216	167,600
Commissioner Pct 2	89,767	4,228	93,995
Commissioner Pct 1	88,767	4,203	92,970
Commissioner Pct 4	87,167	4,153	91,320
Commissioner Pct 3	87,967	4,178	92,145
JP - Pct 1	79,726	5,179	84,905
JP - Pct 4	77,051	5,104	82,155
JP - Pct 3	76,951	5,104	82,055
JP - Pct 2	79,001	5,554	84,555
District Clerk	73,781	3,689	77,470
County Clerk	79,901	3,739	83,640
County Tax Assessor	73,701	13,932	87,633
County Treasurer	72,931	15,725	88,656
County Sheriff	130,561	24,700	155,261
Constable Pct 1	61,695	12,009	73,704
Constable Pct 2	62,895	8,159	71,054
Constable Pct 3	60,020	11,784	71,804
Constable Pct 4	65,895	11,859	77,754
County Court-At-Law *	270,100	7,150	277,250
District Judge **	25,000	-	25,000
District Attorney **	18,000	7,000	25,000

* This salary includes an additional amount for service on the Juvenile Board as well as a supplement paid by the State of Texas.

** This salary reflects the portion of the compensation paid by the County. These individuals also receive supplemental pay paid by the State of Texas.

NOTICE TO CREDITORS

Notice is hereby given that original Letters of Administration for the Estate of Randall Joe Whitlock, Deceased, were issued on August 10, 2026, in Cause Number P-19938 pending in the County Court of Navarro County Texas to:

Robin Coulbourne
68 Berkshire Rd
Baltimore, MD 21221

All persons having claims against this estate which is currently being administered are required to present them within the time and in the manner prescribed by law. All persons having claims should address them in care of the representative at the address stated above.

Dated the 18th day of August, 2026.

Terry Jacobson
Attorney for Robin Coulbourne
State Bar No. State Bar No. 10528000
733 W. 2nd Avenue
Corsicana, Texas 75110
Telephone: (903) 874-7117
Email: terry@terryjacobsonlaw.com

NOW HIRING
Navarro
Henderson &
Freestone
County Reporter •
Sales Representative
Call Kris 903-869-2418
Send Resume to editor@
thenavcochronicle.com

Real, Trusted Knowledge

NEWSPAPERS in EDUCATION

Newspapers are living textbooks, sharing important lessons about everything from geography and history to art, politics, business, finance, science and beyond. They also help teach essential reading, writing, critical thinking and life skills, both in and out of the classroom!

What can you do to support your local newspaper?

- A print or online subscription
- Donate a newspaper subscription to a local school or classroom, or consider making a financial donation to your local newspaper.
- Encourage the kids and teens in your life to read the newspaper.
- Help teens and kids understand the importance of getting their news and information from a standards-based news organization, as well as the importance of supporting and protecting these organizations, to help prevent the spread of misinformation and disinformation.

THE NAVCO CHRONICLE
THE OFFICIAL NEWSPAPER OF NAVARRO COUNTY

Trusted News for All
Got a Great Local News Story?

Tell us about it today!
Subscribe • Advertise
903.869.2418 • www.thenavcochronicle.com

INVITATION FOR PROPOSALS:

BWC Education Group requests proposals from Subcontractors and Suppliers for the construction of the new Early Childhood Center at Corsicana ISD.

The Project location is 4101 FM 744, Corsicana TX 75110.

Proposal Documents may be requested by calling Denton Cline at 254-715-0228 or by email to denton@bwc-edu.com

BWC Education Group is the Construction Manager at Risk (CMAR) for this project.

Proposals are Due by 2:00 PM, Thursday, September 17, 2026.

Proposals may be emailed to denton@bwc-edu.com no later than the posted Bid Date and time. Proposals received later than this time will not be opened.

A contract will be issued to the highest scoring qualified contractors/supplier pending CMAR approval. The owner reserves the right to reject or accept any or all bids and to waive any informality or irregularities in the bids received.

The NAVCO CHRONICLE

SERVING NAVARRO COUNTY & BEYOND

THE OFFICIAL NEWSPAPER OF NAVARRO COUNTY