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# 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



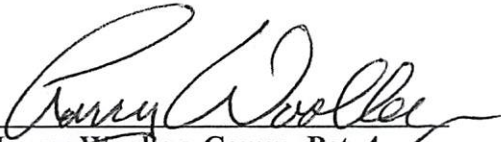
**Kenny Howell, Comm. Pct. 2**

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 Count 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 <i>*Based on the previous 4-year average</i>	PROJECTED REVENUE <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 *Split Expense: FY 23: \$427,950.99 FY 24: \$427,950.98
Plats (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 (Approx. 1880-1924)	PRV/IM	PENDING PLANNED FOR FY24	NOT QUOTED
Comm. Court Minute Books Vol. 10-22 (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 (Approx. 1870-1923)	PRV/IM	TBD	NOT QUOTED
General Index to Deed of Trust Vol. 7-11 (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 (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
<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 (Approx. 1903-1956)	2019
Death Record Vol. 7 (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 (Approx. 1854-1943)	2019
Marks and Brands Vol. 2 & 3 (Approx. 1943-1981)	2020
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
<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 (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

\*TRANSCRIBED