

**COUNTY CLERK'S
ARCHIVE PLAN FOR 2025**

Steps to Implement

- Prepare Archive Plan
- Newspaper Ad Ran 15 days prior to hearing.
- Public Hearing
- Commissioner's Court Approval

Plan

Project will involve page preservation and rebinding of original Deed and Probate books with mechanical binds. The covers of these books are heavily worn and contain pages that are torn and separating from the bindings. The following describes the service that will be provided.

- A) Page Mending
- B) De-acidification
- C) Encapsulation
- D) Binding
- E) Deliverables

Clerk's Archive fund

We continue to work with various book types that need cleaning, de-acidification, mending of tears, removal of scotch and linen tape, removal of residue as the books are encapsulated, preserved, and restored. \$ 254,000.00.

TOTAL AMOUNT ESTIMATED FOR 2024 **\$ 254,000.00**

The County Clerk's office has taken advantage of preserving and maintaining documents with the use of the records management and archive fees. These fees are dedicated to that task. The vast majority of the permanent records in the County Clerk's office were paper based and used on a daily basis by the public making them vulnerable to loss by theft, wear and tear.

Revenue collected and not expended in the year will be carried forward and used toward outstanding balances on the current projects. We will then re-assess and prioritize what records and/or documents need to be completed on future projects and obtain new pricing information to achieve those projects as needed.

On this the 26TH day of August, 2024 the Commissioners' Court of Atascosa County approved the **2025 Archive Plan** for the County Clerk's Office for the preservation and restoration of records.

Signed this the 26TH day of August, 2024.

Weldon P. Cude, County Judge

Mark Gillespie, Commissioner Pct. 1

Mark Bowen, Commissioner Pct. 2

Eliseo Perez, Commissioner Pct. 3

Kennard "Bubba" Riley, Commissioner Pct. 4

Attested by: _____
Theresa Carrasco,
Atascosa County Clerk