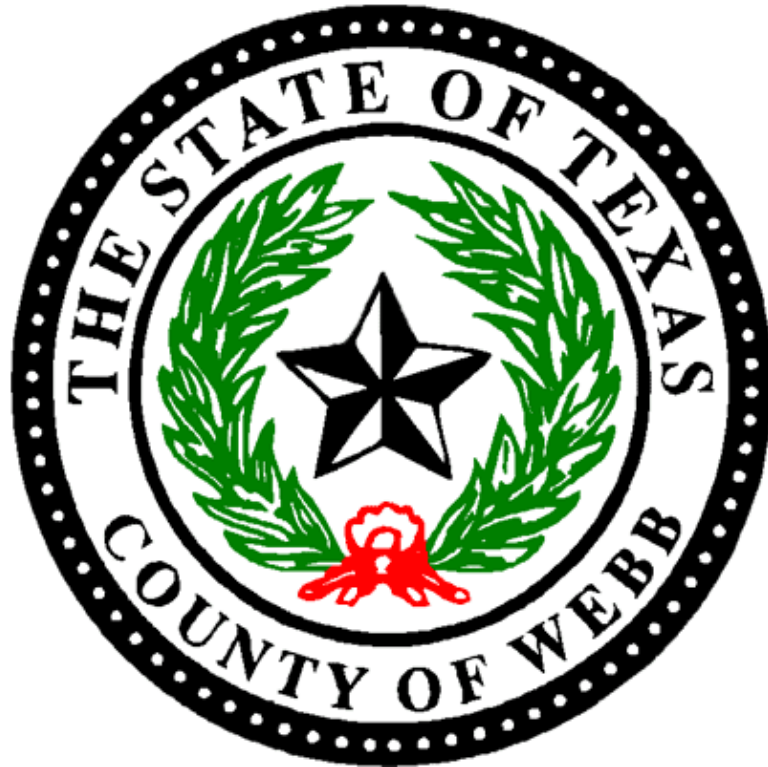


*Margie Ramirez
Ibarra
Webb County Clerk*



*2025 -2026
Records Management Plan*

Webb County Clerk

Records Management Plan

I. Purpose

II. Revenue

III. Expenditures

IV. Restoration and Preservation Project

V. Order

I. PURPOSE

Preservation and Modernization of Historical County Records

*The Webb County Clerk's Office holds official records dating back to **prior to 1960**, many of which exist only in their **original paper and book formats**. These valuable historical records are vulnerable to **deterioration** due to frequent handling and exposure to **unfavorable environmental conditions** in current storage areas.*

To protect and preserve these irreplaceable documents, the County Clerk's Office is actively pursuing a comprehensive strategy that includes:

- ***Restoration or recreation of original record books***
 - ***Digitization of older paper records***
 - ***Re-indexing of handwritten indexes for greater searchability***
 - ***Integration of digital images and data into a centralized computerized records system***
-

Strategic Goals of the County Clerk's Office

- ***Modernize and upgrade*** office systems and infrastructure to improve efficiency and access
- ***Expand the digital archive*** by adding more historical records to the computer system, including:
 - *Commissioners Court records*
 - *Marriage Licenses*
 - *Probate Cases*
 - *Official Public Records*
 - *Criminal and Civil Case files dating back to **1848***
- ***Enhance public access*** by making more records available through electronic retrieval, reducing search time and increasing transparency
- ***Reduce dependence on paper records*** by transitioning to digital formats
- ***Preserve fragile originals*** by minimizing handling through digitization
- ***Reclaim valuable space*** in public records storage areas by consolidating and removing outdated physical files

II. REVENUE

	Approximately
OPR Documents filed weekly	550
	X
	<u>\$10.00 per document</u>
	\$ 5,500.00 per week
	X
	<u>52 weeks</u>
	\$286,000.00 a year

III. EXPENDITURES

As of August 2025, the County Clerk Records Management Fund has an approximate balance of \$1,600,000. All unspent funds during the fiscal year will roll over as revenue to support future records management initiatives.

We are requesting approval to utilize a portion of these funds for the following essential projects:

- ***Purchase of Plat Cabinets***
To enhance the secure storage and accessibility of large-format plat maps and related documents.
- ***Procurement of Additional Storage***
To purchase and install new shelving units for probate records, allowing for better organization and to accommodate our expanding archival collection.
- ***Preservation of Permanent Records***
*To assess, restore, and preserve **permanent historical records** that are currently in poor or deteriorating condition, ensuring their longevity and continued access for the public and legal professionals.*

These improvements are critical to protecting the integrity of our records, improving operational efficiency, and meeting the growing demand for public access.

IV. RESTORATION AND PRESERVATION PROJECTS

The primary objective of our Records Management Project is to continue the digitization of historical documents in order to preserve fragile volumes and make them more accessible to the public. Many of these records are deteriorating due to age and handling, and this project helps reduce the risk of further damage by limiting the need for physical access.

There is a consistently high demand for access to our records, which include:

- ***Property Records***
- ***Vital Records:*** Marriage Licenses, Birth and Death Certificates
- ***Military Records:*** DD-214 Discharge Papers
- ***Court Records:*** Misdemeanor, Juvenile, Civil, Probate, Small Estates, and Mental Commitments

The digitization and preservation of these critical records ensure their long-term availability and accessibility for public use, legal reference, and historical research, while safeguarding the integrity of the original documents.

WEBB COUNTY §

STATE OF TEXAS §

**ORDER TO APPROVE AND ADOPT THE WEBB COUNTY CLERK'S
RECORDS MANAGEMENT PLAN FOR FISCAL YEAR 2025-2026**

***WHEREAS**, in accordance with Texas Local Government Code §§ 203.002 and 203.005, the County Clerk is required to establish a Records Management Plan for the efficient, economical, and effective management of records of the office; and*

***WHEREAS**, the Records Management Plan outlines procedures for the creation, maintenance, retention, storage, and destruction of official records in compliance with state laws; and*

***WHEREAS**, the County Clerk has prepared and submitted the updated Records Management Plan for Fiscal Year 2025–2026 for review and approval by the Commissioners Court;*

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF WEBB COUNTY, TEXAS THAT:

- 1. The Webb County Commissioners Court hereby **approves** the County Clerk's Records Management Plan for Fiscal Year 2025–2026 as submitted.*
- 2. The County Clerk is authorized to implement the provisions of the plan and take all necessary actions to ensure compliance with applicable laws and regulations.*
- 3. A copy of the approved plan shall be filed with the County Clerk and made available for public inspection.*

ADOPTED, this ____th day of September 2025.

WEBB COUNTY COMMISSIONERS COURT

TANO E. TIJERINA
County Judge

JESSE GONZALEZ
Commissioner Precinct No. 1

ROSAURA "WAWI" TIJERINA
Commissioner Precinct No. 2

JOHN C. GALO
Commissioner Precinct No. 3

RICARDO A. JAIME
Commissioner Precinct No. 4

Attest:

MARGIE RAMIREZ IBARRA
Webb County Clerk

**Margie Ramirez Ibarra
Webb County Clerk
Department 2310**

SLOT #	TITLE	HOURLY RATE	ANNUAL	GRADE/STEP/EQ	W/C CODE
1738	Records Management Coordinator	-	100	10/A	8810
1739	Records Management Coordinator	-	100	10/A	8810
1895	Records Management Project Director	-	67,000.37	22/N	8810

Approved Slots= 3	67,200.37
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5005 (Part Time) 35,000.00

Total 102,200.37