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**AGENDA ITEM REQUEST FORM**

**Hays County Commissioners Court**

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

**AGENDA ITEM**

DISCUSSION AND POSSIBLE ACTION TO SET COUNTY CLERK ARCHIVE FEE AT \$10.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	July 30, 2013	

**LINE ITEM NUMBER**

101-617-11.4401\_617 ARCHIVE FEES OF THE OFFICE COUNTY CLERK

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
GONZALEZ	COBB	N/A

**SUMMARY**

Records Archive LGC §118.025

Sec 118.025 Each document filed \$10.00 (b) the commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. (e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. (g) the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262.

Effective September 1, 2013 (expires 9/1/2019) Increased the fee from \$5 to \$10 then in 2019 will revert back to \$5.

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FILED: HAYS COUNTY COMMISSIONERS' COURT  
Resolution # 28180 VOL V PG 202