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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 RECORDS MANAGEMENT FEE AT \$10.

**ITEM TYPE**

ACTION-MISCELLANEOUS

**MEETING DATE**

July 30, 2013

**AMOUNT REQUIRED**

**LINE ITEM NUMBER**

101-617-10.4401\_617 - RECORDS MANAGEMENT FEES OF OFFICE COUNTY CLERK

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**

**PURCHASING GUIDELINES FOLLOWED:** N/A

**AUDITOR REVIEW:** N/A

**REQUESTED BY**

GONZALEZ

**SPONSOR**

COBB

**CO-SPONSOR**

N/A

**SUMMARY**

Record Management LGC §118.0216

Sec. 118.0216 RECORDS MANAGEMENT AND PRESERVATION. Each document Filed \$10.00 (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk. (d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account. (e) All expenditures from the records management and preservation 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.