ARCHIVAL PLAN

2026-2027

FOR PRESERVATION

AND RESTORATION

OF

FREESTONE COUNTY

RECORDS

Office of Freestone County Clerk

Renee Gregory

Date: August 19, 2026

Freestone County Commissioners Court

Re: County Clerk Records Archive Fee Plan

Dear Judge and Commissioners,

Attached is a written plan for funding the preservation and restoration of the County Clerk's Records, based on the requirements listed under Local Government Code 118.025 County Clerk's Records Archive. The required newspaper notice has been posted and after the public hearing, I am asking the Commissioners Court for their approval to continue collecting the Records Archive Fee of $10.

Per the statute, the funds generated from the collection of the Records Archive Fee may be expended only for the preservation and restoration of the County Clerk's records.

- Restoration, preservation and rebinding of the historical land record books.
- Restoration, preservation, imaging and merging of historical land records into the computer system.
- Indexing of older land record books.
- Restoration, imaging and merging of the historical probate, criminal, civil, and mental illness records into the Court Case Management System.

The yearly expenditures will be determined by the amount of money receipted and projects will be undertaken only when funds are available. The County Clerk will work with the Auditor and will adhere to and comply with Local Government Code 262, Subchapter C.

As always, you are invited to come see the progress that we have made using these funds and we would appreciate your vote to allow us to continue collecting and using these funds to restore Freestone County's historical records.

Respectfully submitted,

Renee Gregory

Renee Gregory
Freestone County Clerk

County Clerk Records Archive Plan

Local Government Code 118.025 provides a fee of ten dollars to be imposed for the recording or filing of a public document in the County Clerk's office for the purpose of preserving, restoring, and managing the County's historical records. (a) In this section:

1. Deterioration – Any naturally occurring process or a natural disaster that results in the destruction of a public document.
2. Preservation – Any process that suspends or reduces the deterioration of a public document and provides public access to the public documents in a manner that reduces the risk of deterioration.
3. Public Document-Any instrument, document, paper, or other record that the county clerk is authorized to accept for filing or maintaining.
4. Restoration-Any process that permits the visual enhancement of a public document, including making the document more legible.

Purpose

Monies may be expended only for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive on public documents designated by the county clerk as part of the records archive. The monies 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.

The County Clerk shall prepare an annual written plan for funding the preservation and restoration of the County Clerk's records archive.

Vision and Goals

The Freestone County Clerk's office seeks to utilize the Archive Fee to digitally capture, index, archive and make publicly available the historical records held by the County Clerk, many dating back to 1851. This preservation and restoration will improve access to all documents, minimize the deterioration of existing documents and enhance the County Clerk's disaster recovery capabilities.

The County Clerk's Records have been exposed to deterioration from usage over the years. Although the office is progressive in the preservation of current records by utilizing the Records Management Fee, funding has not been sufficient to conserve all of the oldest records or to electronically preserve and restore these records that have priceless historical value. In order to preserve and enhance the integrity and reliability of the existing system for recording and preserving public documents, the County Clerk seeks to preserve existing original record books by restoration, digitizing, re-indexing these records and importing newly created images and data into the existing computer system.

Restoration and Preservation Projects

The goal of the County Clerk's office is to:

- Preserve record books beginning with 1851 by removing mold, de-acidifying, placing each page in protective sleeves and re-binding.
- Modernize and upgrade old record systems in the office.
- Continue to add records and information to existing computer system.
- Reduce manual look-ups and searches.
- Expedite record searching by having more records available for electronic retrieval.
- Provide more public information via the Internet.
- Create rolls of security microfilm of scanned images.
- Preserve original records by reducing daily manual usage.

Projects for FY2026/2027

- One Part-time employee that will be performing duties related to Records Archive.
- Scanning and indexing of probate records from sovereignty through 1980 – in house.

Projects for Future Years

All County Clerk records are designated for records archive and include, but are not limited to the following:

Indices of all Records
Probate Records
Surveyor Records & Field Notes
Commissioner Court Minutes
Deed & Deed of Trust Records
Criminal & Civil Records
Lien Records
Official Public Records
Subdivision Plats
Marks & Brands Records

Length of Project

Due to the enormous volume of records in the Freestone County Clerk's Office, the records archival projects will be an ongoing process for years to come.

Summary

The legislature has provided a means to raise revenues for the preservation and restoration of older county records. This fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in phases, as funds are accrued, and the Clerk will utilize interlocal Agreements where possible and all services will be done through the standard purchasing procedures. Approval and implementation of the plan will insure the preservation of priceless historical records for future generations.

Approval and implementation of the plan will ensure the preservation of Freestone's priceless historical records.

The Freestone County Clerk's Archive Plan was

APPROVED on this the 19th day of August, 2026

Lloyd Lane, County Judge

Commissioner Andy Bonner

Commissioner Will McSwane

Commissioner Richard McGowan

Commissioner Clyde Ridge

Attest:

Renee Gregory, County Clerk

COMMISSIONERS COURT FREESTONE COUNTY, TEXAS

FILED FOR RECORD
At 9 ,o'clock A M

AUG 19 2026

RENEE GREGORY
Clerk County Court, Freestone County, Texas
By