RECORDS MANAGEMENT

AND

PRESERVATION PLAN

2026-2027

FREESTONE COUNTY

RECORDS

Office of Freestone County Clerk

Renee Gregory

Date: August 19, 2026

Freestone County Commissioners Court

Re: County Clerk Records Management and Preservation 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 118.0216 County Clerk's Records Management and Preservation. I am asking the Commissioners' Court for their approval to continue collecting the Records Management and Preservation Fee of $10.

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

- Restoration, imaging and preservation by using automation;
- Scanning and indexing land record books.
- Restoration, imaging and merging of the 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 to 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 computerize and preserve our Freestone County records.

Respectfully submitted,

Renee Gregory
Freestone County Clerk

County Clerk Records Management and Preservation Plan

Local Government Code 118.0216 RECORDS MANAGEMENT AND PRESERVATION

a. Provides a fee of ten dollars to be imposed 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.
b. The fee must be paid at the time of the filing of the document.
c. The fee shall be deposited in a separate records management and preservation account in the general fund of the county.
d. The fee may be used only to provide funds for specific records management and preservation, including for automation purposes.
e. All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

GA-0638 (2008): The fund may be used to pay that portion of the salaries of any employee in the clerk's office who performs tasks that are further specific records management and preservation purposes.

GA-0118 (2003): The County Clerk Records Management and Preservation Fund may be used for employee salaries, so long as the employees perform records management and preservation functions. The clerk must determine what constitutes records management and preservation functions.

Purpose

Used for specific records management and preservation, including for automation purposes.

Vision and Goals

The Freestone County Clerk's office seeks to utilize the Records Management and Preservation Fee to digitally capture, index, and make publicly available the records held by the County Clerk. 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. 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 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.

Projects for FY2026/2027

- Scanning and Indexing Project of Land Records that began in the budget year 2024-2025 and continue for a three-year term ending in budget year 2027-2028. The scanned records range from 1933 to 1958. Payment Terms: Pay $56,000.00 down, then $4,000.00 monthly for 36 months.
- Scanning the original probate indices from sovereignty through 2006.
- Supplemental salary for the Chief Deputy Clerk for preservation of records

Projects for Future Years

Scanning and Indexing Project of Land Records from 1851 through 1932.

LAND RECORDS

All County Clerk records are designated for records management and preservation. Currently our Land Records and indices that are available for viewing via the internet range from 1933 to present. We also have indices that are online from 1851 to 1975.

PROBATE, CRIMINAL AND CIVIL

Our Probate, Criminal and Civil Records are available for viewing from our designated terminals. Many of our older records have not been scanned into our system. We are working on scanning all of these records beginning with Probate. Listed below are records that we will work on getting scanned into our system.

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 management and preservation 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 money 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 ensure 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 Records Management and Preservation 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 Renee Gregory