Clerk

BROWN COUNTY – COUNTY CLERK
RECORDS ARCHIVE FEE
PLAN YEAR/BUDGET YEAR: 2026-2027

Background (Statutory History)

Records Archive Fee – Per Local Government Code: Section 118.011(f)(1), the county clerk of a county shall, if the commissioners court of the county adopts the fee as part of the county's annual budget, collect the fee from any person filing a document. The fee cannot exceed $10. On September 1, 2019, the maximum allowable Records Archive Fee decreases to a maximum of $5. Local Government Code: Section 118.025 escribes the scope of the County Clerk's Records Archive Fee.

Effective September 1, 2019, the maximum allowable archive fee will be permanent. It was scheduled to be reduced to a maximum $5 fee on 9/1/19, but SB 658 of the 86th TX Legislature made the current $10 maximum allowable amount a permanent figure.

Bill Overview

The fee must be set and itemized in the County's budget as part of the budget preparation process annually.

The $10.00 fees are assessed on any instrument, document, paper or other record that the county Clerk is authorized to accept for filing or recording (deeds or official public records, assumed names, marriage licenses, civil, probate case filings).

Changes to the plan must be approved by Commissioners' Court.

Purpose

Official Brown County records are computerized and automated in electronic format back to 1929 for some records. The County Clerk's office is progressive in the preservation of current records, utilizing the original Records Management Fee, as well as the Records Archive Fee in order to preserve and enhance the integrity of the existing system for recording and preserving public documents; the County Clerk seeks to preserve existing original records by restoring or re-creating old volumes, digitizing older microfilm and paper records, re-indexing old handwritten and typed indexed books and converting all older media into electronic format and importing this newly created date into the existing computer system.

September 21, 2026
(Exhibit #3)

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

Continue to add records and information to our existing computer system.

Eliminate or reduce manual lookups and searches.

Expedite record searching by having more records available for electronic retrieval.

Provide public information to the citizens of the County via the Internet.

Continuing to eliminate the need for paper records.

Preserving original records by reducing daily usage.

Purchasing fireproof/waterproof file cabinets for storage.

Purchasing a Plotter/Scanner for oversized Plats.

Suspend or reduce the deterioration of public documents

Commissioner Court Records-continue to import date to existing computer system

Length of Project

The restoration and archiving or records is an ongoing project, and the length of completion is unknown.

Additional Provision

Any other projects that may arise concerning the restoration, preservation or archival of records in the Brown County Clerk records during the 2026/2027 budget year.

SUMMARY

The Legislature has provided a means to raise revenue for the records management and preservation of county property and vital records. This "user" fee is an alternative to raising taxes or spending general fund monies to accomplish these projects. This plan will be implemented in "phases" as money is accrued and deposited into a special revenue account. Any outsourcing and purchase of equipment will be done through standard purchasing processes. Approval of the plan will prevent the potential hazard and "disaster in waiting" as years and years of vital county property records remain unprotected and not adequately preserved.

Final decision regarding the funding and expenditure of the plan shall be made by the County Clerk with Commissioners' Court approval.

Revenue

Balance Records Archive Fund as of July 31, 2026 - $27,309.00

FYI: Balance of Records Management Fund as of July 31, 2026 - $45,189.33
Plus $625,00.00 CD

I currently do not have any projects in progress. My last project was paid for on May 6, 2026. Revolution Data archived and scanned old Civil, Mental, Criminal, and Juvenile books for a cost of $77,107.95. Revolution Data scanned and archived old microfiche criminal cases so my employees could provide criminal searches. That project was paid for on January 21, 2026, for $73,686.84. On March 27, 2025, Revolution Data I paid $33,673.63 to scan 13 old, old books. The list goes on and on. It takes nearly a year to get a large project done.

Sharon Ferguson, Brown County Clerk, requests the Commissioners' Court approve and accept this archival plan as presented.

Respectfully submitted,

09-21-2026
Date

Sharon Ferguson

Sharon Ferguson
Brown County Clerk
sharon.ferguson@browncountytx.gov

Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Brownwood Bulletin** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(325) 646-2541**.

Notice ID: 0Qc31sL3K1qp1xASeMO0 | **Proof Updated: Aug. 24, 2026 at 09:57am CDT**
Notice Name: Public Hearing Clerk's Record Archive Fee

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Danielle Platt	Brownwood Bulletin
danielle.platt@browncountytx.gov	
(325) 643-2828	

Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 5.92

Number of Lines: 25

08/29/2026: General Legal	36.00
Subtotal	$36.00
Tax	$0.00
Processing Fee	$0.00
Total	**$36.00**

PUBLIC NOTICE

IN ACCORDANCE WITH SECTION 118.025 (g) OF THE TEXAS LOCAL GOVERNMENT CODE, THE BROWN COUNTY COMMISSIONERS COURT WILL CONDUCT A PUBLIC HEARING ON SEPTEMBER 21, 2026 AT 9:00 A.M. IN THE COMMISSIONERS' COURTROOM, BROWN COUNTY COURTHOUSE, 200 SOUTH BROADWAY, BROWNWOOD, TEXAS, AT WHICH TIME THE COURT WILL CONSIDER FOR APPROVAL THE WRITTEN PLAN FOR FUNDING THE PRESERVATION AND RESTORATION OF THE BROWN COUNTY CLERK'S RECORDS ARCHIVE.

Notice must be published not later than the 15th day before the date of the hearing.

Bill cost for publication to:
Brown County Commissioners Court
200 South Broadway, Ste. 322
Brownwood, Texas 76801
Published in Brownwood Bulletin August 29, 2026.
######

September 15, 2026

NOTICE

Notice is hereby given, per Texas Local Government Code Sec. 118.025 (g), that a public hearing regarding the preservation and restoration of the County Clerk's Records Archive shall be held on Monday, September 21, 2026, at 9:00 A.M. at 200 South Broadway, Brownwood, Texas, in the County Commissioners Courtroom to allow public discussion regarding the use of these funds.

Sharon Ferguson

Sharon Ferguson
Brown County Clerk

BROWNWOOD BULLETIN

See Proof on Next Page

AFFIDAVIT OF PUBLICATION

Brownwood Bulletin
PO Box 1189, Brownwood, TX 76804
(325) 646-2541

State of New Jersey, County of Camden, ss:

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Brownwood Bulletin, a weekly newspaper, the paper complies with Subchapter C, Chapter 2051 of the Texas Government Code, a publication that is a "legal newspaper" as that phrase is defined for the city of Brownwood, for the County of Brown, in the state of Texas, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates.

Publication Dates:
- Aug 29, 2026

Notice ID: 0Qc31sL3K1qp1xASeMO0
Notice Name: Public Hearing Clerk's Record Archive Fee
Publication Fee: $21.60

Anjana Bhadoriya

Agent

SHARONN E THOMAS-POPE
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires January 23, 2027

VERIFICATION
State of New Jersey
County of Camden

Signed or attested before me on this: 09/01/2026

Notary Public

Notarized remotely online using communication technology via Proof.

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