

On this, the 4th day of August, 2025, the **Commissioners' Court of Galveston County, Texas**, convened in a regularly scheduled meeting with the following members thereof present:

Mark Henry, County Judge
Darrell A. Apffel, Commissioner, Precinct No. 1
Joe Giusti, Commissioner, Precinct No. 2
Hank Dugie, Commissioner, Precinct No. 3
Robin Armstrong, MD, Commissioner, Precinct No. 4; and
Dwight D. Sullivan, County Clerk

when the following proceedings, among others, were had, to-wit:

<p>An Order Adopting a County Clerk's Records Archive Fee under §118.025 and §118.011(f) of the Texas Local Government Code</p>
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Whereas, pursuant to the authority granted by Texas Local Government Code §118.025, the Commissioners' Court of Galveston County, Texas may adopt a records archive fee under §118.011(f) as part of the County's annual budget; and

Whereas, this fee is to be used for the preservation and restoration services performed by the County Clerk in connection with maintaining his records archive; and

Whereas, attached to this Order is the Preservation and Restoration Plan presented as part of the budget preparation process on **July 21, 2025**, to the Court by the County Clerk; and

Whereas, on **July 22, 2025**, notice of a public hearing was filed in Galveston County, The Daily News, a newspaper of general circulation in Galveston County; and

Whereas, the Commissioners' Court desires to adopt a records archive fee of \$10.00 to preserve and restore County records.

Now, Therefore, Be it Ordered as Follows:

- 1) that pursuant to §118.011(f) and §118.025 of the Texas Local Government Code, there is hereby adopted as part of the County of Galveston's annual budget a records archive fee of \$10.00;
- 2) that this fee be designated for the preservation and restoration services performed by the County Clerk in connection with maintaining his records archive;
- 3) that collection of this fee shall commence effective **October 1, 2025**;
- 4) that this fee be set and itemized in the County's budget as part of the budget preparation process;
- 5) that the fee is to be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing;

- 6) that the fund generated from the collection of fees under this Order may be expended only for the preservation and restoration of the County Clerk's records archive;
- 7) that the funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding public records by lot and block description as provided by §193.009(B)(4) of the Local Government Code;
- 8) that the plan presented to this Court on **July 21, 2025**, be approved.
- 9) that the County Clerk post in a prominent area of his office a notice that reads in all capital letters "The Commissioners Court of Galveston County has determined that a records archive fee of \$10.00 is needed to preserve and restore county records".
- 10) that any excess funds, if any, generated from the collection of this fee remaining after completion of a county records archive preservation and restoration project may be expended only for the purposes described by §118.0216 of the Local Government Code which specifies the fee may be used only to provide funds for specific records management including for automation purposes.
- 11) that this Order Setting the Fee, the County Clerk's Plan, and the Court's Approval of the Plan will be adopted annually.

Upon Motion Duly Made and Seconded, the above Order was unanimously passed this the 4th day of August, 2025.

Attest:

County of Galveston, Texas

Dwight D. Sullivan
County Clerk

By:

Mark Henry
County Judge