



Delia Briones County Clerk

The County Clerk's Office is progressive in utilizing the Records Management Fee for the Records Archive Preservation and Restoration Plan. This plan focuses on the preservation of historical records and making necessary imaged documents available to the public. All moneys collected from the Records Management Fee will be deposited into a Special Revenue Account pursuant to Texas Local Government Code, Section 118.025(d).

1. PRESERVATION OF HISTORICAL BOOKS

This project encompasses the preservation of various historical books, composed of Deed Records and Probate Records. The preservation method will consist of mending, repairing, and stabilizing the books with Mylar sleeves that will protect historical information contained within the books. The process will finalize with the encapsulation and rebinding of the historical books in disaster-safe County Binders that will be stored on custom-built shelving.

PHASES COMPLETED

- **Phase I**
Historical Records, 451 Books, in need of immediate service
- **Phase II**
Deed Records, 451 Books, Volumes 33 to 479
- **Phase III**
Deed Records, 444 Books, Volumes 480 to 923
- **Phase IV**
Deed Records, 431 Books, Volumes 924 to 1,354
Part I: Volumes 924 to 1,270
Part II: Volumes 1,271 to 1,354
- **Phase V**
431 Books Deed Records, Volumes 1,355 to 1,642
Probate Minutes, Volumes 1 to 10
- **Phase VI**
DD214s, Volumes 1 to 38
Marriage Licenses, Volumes 1 to 111
Deed Records, Volumes 1642 to 1755
- **Partial Phase VII**
Probate Minutes 1-10
- **Phase VIII**
Probate Records (Minutes) Volumes 219 to 470
- **Partial Phase IX**
Probate Records (Minutes), Volumes 471 to 488



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PHASES PENDING COMPLETION

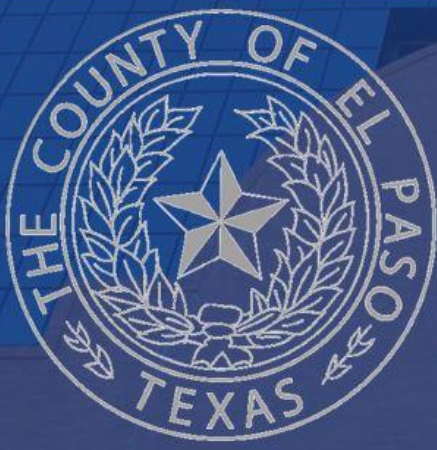
- **Phase VII**
 - Deed books 1756-1775
 - Probate Minutes 11-218
 - Deeds Microfilm 1-32, E, F, and G (Creating books through Micro Film)
- **Phase IX**
 - Commissioners Court Minutes, Volumes 2 to 36
 - Index to Commissioners Court Minutes, Volumes 1 to 19
 - QuickLink© Lite for Index to Commissioners Court
 - Deed of Trust, Volumes 1 to 180
- **Phase X**
 - Deed of Trusts, Volumes 181 to 300
 - Deed of Trusts, Volumes 301 to 427

2. PRESERVATION OF HISTORICAL MARRIAGE RECORDS – KOFIL PHASE VI

As the custodian of Marriage Records, the County Clerk's Office continues to seek the preservation and refurbishment of valuable marriage records for the benefit of El Paso County residents. The Clerk is currently storing 111 bound books detailing over 60,000 marriage records. The goal of the County Clerk's Office is to use services from a vendor to assist in the indexing, preservation, and restoration of these marriage records to prevent further wear or damage.

3. PRESERVATION OF MILITARY DISCHARGE RECORDS DD-214's – KOFIL PHASE VI

The County Clerk's office is currently in possession of historical military discharge records (DD-214s), which hold value to our military community. These capstone military documents represent the complete verified record of service members' time in the military. These documents are imperative in a service member's ability to verify their service and secure veteran benefits. Presently, the County Clerk is the custodian of 38 books, which contain over 20,000 pages of military discharge records. The County Clerk's Office is currently preserving and restoring these valuable records to prevent further deterioration and provide prompt access to those in need of these documents.



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4. WEB-BASED RECORDS MANAGEMENT SOFTWARE

The County Clerk's Office is the custodian of records for all County entities; responsible for safeguarding records housed at two County warehouse locations. The current file management application is limited in its ability to properly document, create and manage the various types of records in possession of the County Clerk's Records Management Division. The County Clerk's Office will be using a vendor who can provide customizable software configuration that meets the growing organizational needs of the County. The new software will expedite records requests and retrievals by providing one uniform system.