



LINDSEY SMITH
PANOLA COUNTY DISTRICT CLERK

Panola County Courthouse | 110 S. Sycamore, Room 227 | Carthage, Texas 75633
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July 24, 2025

Honorable Commissioners' Court
Honorable Rodger McLane, County Judge
110 S. Sycamore Street
Carthage, Texas 75633

Re: District Clerk Records Management and Preservation Funds

Commissioners and Judge McLane

Pursuant to Local Government Code §134.101, §134.152, §134.155, and §135.101, the Panola County District Clerk's Office collects \$30.00 of the fees in each new civil and family case filed, and \$20.00 of each subsequent filings in cases. It also collects \$25.00 of the fees in each new felony criminal case. Pursuant to Local Government Code 135.154, these fees may be used to fund records management and preservation services performed by the court clerk.

I am requesting approval to allocate funds from the District Clerk's Record Management and Preservation Fund to provide a wage supplement for the District Clerk hourly employees performing records preservation tasks in addition to their daily duties. Records preservation is essential to maintaining the historical integrity of the records filed with the District Clerk's Office. In prior years, most of our records management and preservation projects have been completed by a third-party company, but there are always certain risks associated with records being removed from this office for any reason. I believe that we can reduce risks such as misplacing or damaging files by doing some of these same projects ourselves. I believe this wage supplement will improve the morale of the office and serve as an incentive to my staff, while also reducing back log and improving public access.

I am requesting that \$35,000.00 from the District Clerk's Record Management and Preservation Fund be set aside in the 2026 Budget as a wage supplement to each hourly employee. The amount of the wage supplement for each hourly employee will be determined by the District Clerk. This supplement will be fully funded from the District Clerk's Management and Preservation Fund, with no impact on the general budget. I am requesting that this wage supplement be approved and included in the 2026 Budget, so that these bonuses can be paid to employees in January 2026.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Lindsey Smith".

Lindsey Smith, District Clerk