



FORT BEND COUNTY CLERK

LAURA RICHARD COUNTY CLERK

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To: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

From: Laura Richard
Fort Bend County Clerk

Re: County Clerk agenda item to create one new position funded by County Clerk, Records Management

Date: November 17, 2022

I am requesting the position of Division Supervisor be approved for the County Clerk's office funded from the County Clerk's Record Management fund.

We have received approval from Human Resources for the addition of this position. The Auditor has confirmed the use of the County Clerk Records Management funds for this purpose. The Budget Officer has confirmed that the Records Management Fund can support this position request. The Records Management fund balance has been calculated at a conservative rate to cover the salary and benefits through the coming years.

We have made due for several budget cycles, but are now at a point where we can no longer go on without this addition.

If you have any questions, please contact me at laura.richard@fortbendcountytexas.gov or 832-471-1616.