



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 10/25/2022

SUBJECT: **APPROVAL OF A CHANGE TO THE TABLE OF ORGANIZATION –  
ARCHIVES**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a change to the Table of Organization for Archives to create a new Archivist position effective on October 26, 2022.

**BACKGROUND**

Archives is requesting the creation of a new Archivist position under the TX Historical Commission TC Historic Preservation and Archives Grant (M0089) to digitize paper documents, provide accurate indexing, and assist with GIS mapping data entry. A Grade 70 Archivist position will create original archival records of historic accuracy and process material according to archival standards. The incumbent will develop accessible archival material through methods of arrangement, process, description, and preservation. This position description already exists and does not require Job Evaluation Committee review.

Positions funded by grants or special funds may be eliminated due to loss of funding at any time, and Tarrant County has no obligation to assume funding for these positions.

**FISCAL IMPACT**

The annual cost to the TX Historical Commission TC Historic Preservation and Archives Grant (M0089) will be approximately \$91,071.25 including fringe benefits.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Anjanie Ramnarine
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