



STATE OF OKLAHOMA  
MUSKOGEE COUNTY  
FILED OR RECORDED

2025 JUL 30 AM 10:09

POLLY IRVING  
COUNTY CLERK

Meagan Coates  
2nd Deputy

Melody Davis  
Chief Deputy

**ROBYN BOSWELL**  
Muskogee County Court Clerk

July 29, 2025

Board of County Commissioners  
Muskogee County  
400 West Broadway  
Muskogee, OK 74401

RE: Preservation Fund account  
Annual Report

Dear Chairman of the Board:

Please find enclosed the FY '25 Annual Report for the Preservation Fund account.  
Should you have any questions, please don't hesitate to contact me.

Sincerely,

Robyn Boswell  
Muskogee County Court Clerk

/rb



4th day of Aug 20 25  
Chairman \_\_\_\_\_  
Member Kelley D. Brown  
Member Danell W. Brown  
Attest Polly Irving  
County Clerk

**E-MAILED**

8/4 10:28

Phone: 918.682.7873

P.O. Box 1350  
Muskogee, Oklahoma 74402

Fax: 918.684.1696

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: June 2025

Finalized/Modified  
Date: 06/09/2025

Beginning Balance	\$ 247,914.62
Fees Collected	\$ 5,508.51
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 3,553.28
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 3,553.28
Ending Balance	\$ 249,869.85

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials)  
AA \$ 249,869.85

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 249,869.85
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Donna Smith

Court Clerk or Authorized Deputy

6-9-25  
Date

Reviewed by

Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: May 2025

Finalized/Modified  
Date: 05/06/2025

<b>Beginning Balance</b>	\$ 245,804.11
<b>Fees Collected</b>	\$ 5,663.79
<b>Interest</b>	\$ 0.00
<b>Refunds</b>	\$ 0.00
<b>Cancelled Vouchers</b>	\$ 0.00

**Expenditures:**

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 3,553.28
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

<b>Total Expenditures</b>	\$ 3,553.28
<b>Ending Balance</b>	\$ 247,914.62

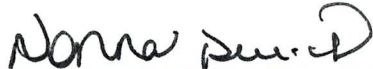
**Reconciled Balance on Treasurer's Ledger** (Treasurer/Deputy Initials ) \$ 247,914.62

**Reconciling Items:**

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

**Reconciled Balance** \$ 247,914.62

The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3



Court Clerk or Authorized Deputy

5-6-25

Date

Reviewed by

Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: April 2025

Finalized/Modified  
Date: 04/09/2025

Beginning Balance	\$ 244,253.89
Fees Collected	\$ 5,103.50
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 3,553.28
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 3,553.28
Ending Balance	\$ 245,804.11

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) SA \$ 245,804.11

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance \$ 245,804.11

The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Norva Dewett 4-9-25  
Court Clerk or Authorized Deputy Date

\_\_\_\_\_  
Reviewed by Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_



# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: March 2025

Finalized/Modified  
Date: 03/12/2025

Beginning Balance	\$ 243,274.11
Fees Collected	\$ 4,533.06
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 3,553.28
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 3,553.28
Ending Balance	\$ 244,253.89

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials JD) \$ 244,253.89

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 244,253.89
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Donna Smith 3-12-25  
Court Clerk or Authorized Deputy Date

\_\_\_\_\_  
Reviewed by Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: February 2025

Finalized/Modified  
Date: 02/11/2025

<b>Beginning Balance</b>	\$ 244,801.34
<b>Fees Collected</b>	\$ 4,572.56
<b>Interest</b>	\$ 0.00
<b>Refunds</b>	\$ 0.00
<b>Cancelled Vouchers</b>	\$ 0.00

**Expenditures:**

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 6,099.79
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

<b>Total Expenditures</b>	\$ 6,099.79
<b>Ending Balance</b>	\$ 243,274.11

**Reconciled Balance on Treasurer's Ledger** (Treasurer/Deputy Initials \_\_\_\_\_) **\$ 243,274.11**

**Reconciling Items:**

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

**Reconciled Balance** **\$ 243,274.11**

The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

\_\_\_\_\_  
Court Clerk or Authorized Deputy Date

\_\_\_\_\_  
Reviewed by Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: January 2025

Finalized/Modified  
Date: 01/03/2025

Beginning Balance	\$ 240,696.34
Fees Collected	\$ 4,105.00
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

**Expenditures:**

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 0.00
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 0.00
Ending Balance	\$ 244,801.34

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials     ) \$ 244,801.34

**Reconciling Items:**

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 244,801.34
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

None Signed Court Clerk or Authorized Deputy 1-3-25 Date

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: December 2024

Finalized/Modified  
Date: 12/18/2024

<b>Beginning Balance</b>	\$ 238,833.32
<b>Fees Collected</b>	\$ 4,286.75
<b>Interest</b>	\$ 0.00
<b>Refunds</b>	\$ 0.00
<b>Cancelled Vouchers</b>	\$ 0.00

**Expenditures:**

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 2,423.73
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

<b>Total Expenditures</b>	\$ 2,423.73
<b>Ending Balance</b>	\$ 240,696.34

**Reconciled Balance on Treasurer's Ledger** (Treasurer/Deputy Initials           *AB*          ) \$ 240,696.34

**Reconciling Items:**

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

<b>Reconciled Balance</b>	\$ 240,696.34
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

          *Donna D. D*                     12-18-24            
Court Clerk or Authorized Deputy Date

\_\_\_\_\_  
Reviewed by Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_



OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

Finalized/Modified  
Date: 11/08/2024

Filed with Administrative Director of the Courts on:

## Preservation

Finalized/Modified  
Date: 10/07/2024

Finalized/Modified  
Date: 10/07/2024

Expenditures:

Total Expenditures	\$ 0.00
Ending Balance	\$ 233,959.34

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials)                      \$ 233,959.34

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 233,959.34
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Donna Smith 10-7-24  
Court Clerk or Authorized Deputy Date

15<sup>th</sup> day of Oct 2021 Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

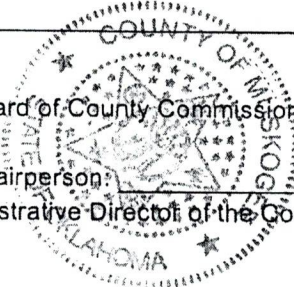
Chairman \_\_\_\_\_

Member Keith L. Smith Filed with Board of County Commissioners on: \_\_\_\_\_

Member: Kenneth A. Burt Signature of BOCC Chairperson: \_\_\_\_\_

Attest: [Signature] Filed with Administrative Director of the Courts on: \_\_\_\_\_

County Clerk



**Court Clerk Records Management and Preservation  
Monthly Report**

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

2024 SEP 18 AM 8:55

Finalized/Modified  
Date: 09/10/2024

County: MUSKOGEE  
Reporting Period: September 2024

Beginning Balance	\$ 224,651.42
Fees Collected	\$ 5,215.15
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 0.00
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 0.00
Ending Balance	\$ 229,866.57

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials SH) \$ 229,866.57

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 229,866.57
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Donna Sue D 9-10-24  
Court Clerk or Authorized Deputy Date

23rd day of September 2024  
Chairman Date

Member Keith H. H. Filed with Board of County Commissioners on: \_\_\_\_\_  
Member James G. Ray Signature of BOCC Chairperson: \_\_\_\_\_  
Attest Donna Sue D Filed with Administrative Director of the Courts on: \_\_\_\_\_  
County Clerk

# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: August 2024

Finalized/Modified  
Date: 08/12/2024

Beginning Balance	\$ 219,978.69
Fees Collected	\$ 4,672.73
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 0.00
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 0.00
Ending Balance	\$ 224,651.42

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials)  
SD \$ 224,651.42

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 224,651.42
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Donna D. D. 8-12-24  
Court Clerk or Authorized Deputy Date

\_\_\_\_\_  
Reviewed by Date

Filed with Board of County Commissioners on: \_\_\_\_\_

Signature of BOCC Chairperson: \_\_\_\_\_

Filed with Administrative Director of the Courts on: \_\_\_\_\_



# Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)  
28 O.S. §§ 31.3 & 152

County: MUSKOGEE  
Reporting Period: July 2024

Finalized/Modified  
Date: 07/10/2024

Beginning Balance	\$ 216,137.41
Fees Collected	\$ 3,841.28
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 0.00
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 0.00
Ending Balance	\$ 219,978.69

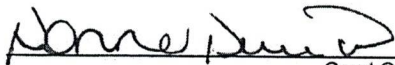
Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) JS \$ 219,978.69

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance \$ 219,978.69

The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3



Court Clerk or Authorized Deputy

7-10-24

Date

Reviewed by

Date

Filed with Board of County Commissioners on:

Signature of BOCC Chairperson:

Filed with Administrative Director of the Courts on: