16.985 (1)

July 26, 2021

FILED FOR RECORD
at 12:30 o'clock P M

AUG 31 2021

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By

NOTICE

RE: DISTRICT CLERK'S WRITTEN RECORDS ARCHIVE PLAN

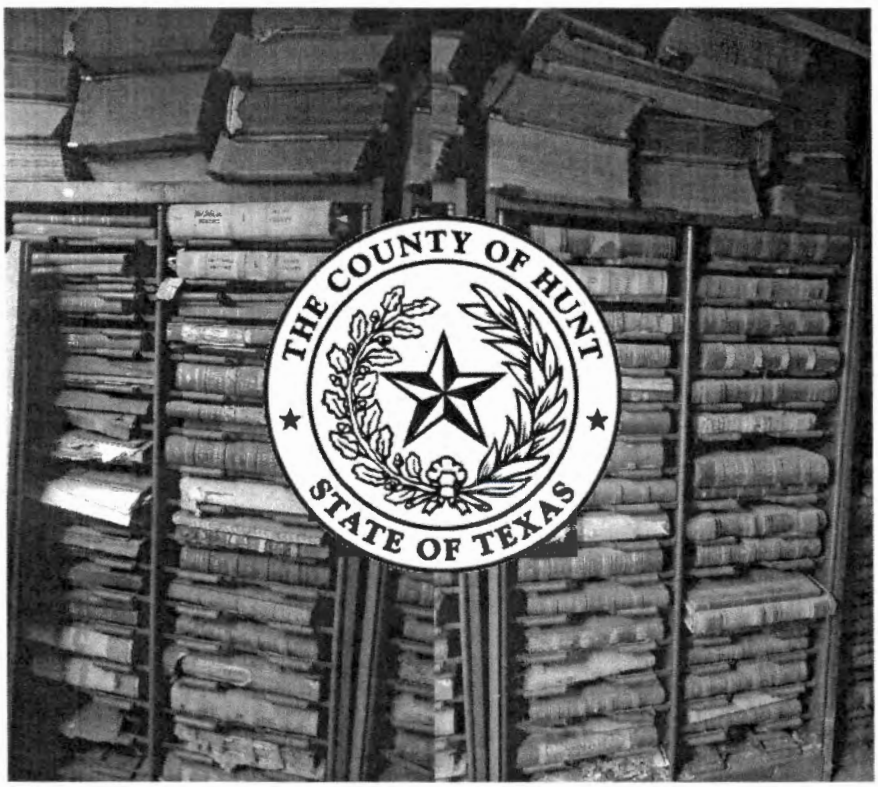
Notice is hereby given, per GC 51.305(f) that a public hearing regarding the District Clerk's Written Records Archive Plan shall be held on Tuesday, August 31, 2021 at 10:00 A.M. 2700 Johnson Street, Greenville, Texas, in the Auxiliary Courtroom to allow public discussion regarding the use of the Records Archive Fee funds.

Susan Spradling
Hunt County District Clerk

16,985 (2)

Written Preservation, Restoration and Records Archive Plan 2021 – 2022

FILED FOR RECORD
at 12:30 o'clock P M
AUG 31 2021
BECKY LANDRUM
County Clerk, Hunt County, Tex.
By



Hunt County District Clerk
Susan Spradling

HUNT COUNTY DISTRICT CLERK

Susan Spradling

2021 – 2022 Written Preservation, Restoration and Records Archive Plan

Purpose

The purpose of this document is to define the plans for the restoration and preservation of court documents maintained by the Hunt County District Clerk pursuant to Texas Government Code 51.305 (f) attached as Exhibit A. The State Library and Archives Commission requires permanent retention of all case papers and trial dockets dated prior to 1951, and "case papers from any period that, because of notoriety of significance, might possess enduring value." In addition, certain court documents after 1950 are required to be retained permanently, or for specific periods of time. It is the intent of the District Clerk to follow the guidelines set forth by the Texas State Library and Archives Commission as they relate to records held by the District Clerk. This document addresses the restoration and preservation needs of the Hunt County District Clerk's records archive.

Funding

The Texas Legislature has provided a means to raise revenue for records management and preservation of court records. Records preservation and restoration efforts are funded by the collection of fees added to specific types of cases filed in the District Clerk's Office as found in the Texas Government Code Sections 51.305 (District Court Records Technology Fee) (Exhibit A) and 51.317(b)(4) (Records Management Fee), attached as Exhibit B. The funds generated from the collection of these fees are used, as mandated, for preservation and restoration services performed in connection with maintaining the District Court archives. The fee amounts are approved by the Hunt County Commissioner's Court and itemized as part of the County's annual budget.

Plan

It is the intent of the District Clerk to work with Kofile Technologies in obtaining an inventory of all paper records held by the District Clerk. (GC 51.305 (e)) (Exhibit A) and will be considered Phase I of the District Clerk's Archive Plan. We will assess the condition of the historical permanent paper records to create a plan for restoring and preserving those records utilizing the records management and archive fees which are dedicated to this task.

A proposal from Kofile Technologies is attached as Exhibit C. It includes an explanation of the project process and a price quote of $14,776.86 for the preservation

and imaging of a miscellaneous box of records located during the initial visit with the Kofile representative.

We will continue working in house on scanning projects to digitize and preserve older non-permanent paper records.

Summary

It is the goal of the District Clerk to reproduce and archive all documents, regardless of type, as efficiently as possible by restoring records, suspending or reducing deterioration of historic records and improving public access to the records in a manner that reduces the risk of deterioration to historic paper records, and reducing or eliminating non-historic paper documents.

Attachments:

Exhibit A – Texas Government Code 51.305(f)

Exhibit B – Texas Government Code 51.317(b)(4)

Exhibit C – Quotation – Kofile

District Clerk Archive Fee Notice

Public Hearing Newspaper Notice

Proposed Order Adopting District Clerk's Written Preservation, Restoration and Records Archive Plan 2021 -2022

Exhibit A

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE D. JUDICIAL PERSONNEL AND OFFICIALS

CHAPTER 51. CLERKS

SUBCHAPTER D. DISTRICT CLERKS

Sec. 51.305. DISTRICT COURT RECORDS TECHNOLOGY FUND.

(f) The district clerk in a county that adopts a fee under this section shall prepare an annual written plan for the preservation and restoration of the district court records archive. The plan may include a proposal for entering into a contract with another person for preservation and restoration services. The commissioners court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioners court. Money in the district court records technology fund may be expended only as provided by the plan. All expenditures from the records technology fund must comply with Subchapter C, Chapter 262, Local Government Code.

Exhibit B

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE D. JUDICIAL PERSONNEL AND OFFICIALS

CHAPTER 51. CLERKS

SUBCHAPTER D. DISTRICT CLERKS

Sec. 51.317. FEES DUE AT FILING.

(b) The fees are:

(4) for record management and preservation, $10.00

Kofile

June 3, 2021

Exhibit C

Honorable Susan Spradling
Hunt District Clerk
2507 Lee Street
Greenville, TX 75401

Dear Hon. Susan Spradling,

Please find a quote for the preservation of Hunt County's Miscellaneous Records Box detailed following. This project addresses documents from the 1800's to 1900's with a Good Faith estimate of 1,398 pages. This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory herein are good for 90 days from the date of this quote.

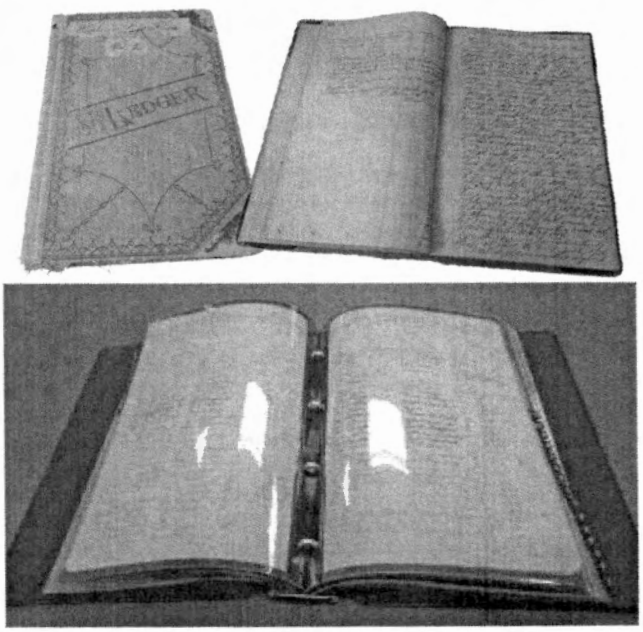
Quoted preservation services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose leaf binding into Heritage Recorder Binders. This assessment also contains photographic documentation of the volumes in their current state.

WHY KOFILE?

Kofile is the nation's oldest and most experienced firm specializing in the preservation of legal and historical public records in the U.S. For four decades, projects have ranged from one document to thousands of volumes. Kofile has built a legacy supporting and promoting records preservation at the state and local level.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.



A historical volume from Titus County, Texas, before and after service.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.

7903 THORNDIKE ROAD, GREENSBORO, NC 27409
P: 336/542-5115 F: 336/283-5327 INFO@KOFILE.COM

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

Acidic Paper

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. *Paper also embrittles when relative humidity drops or fluctuates.*

Acidic Ink

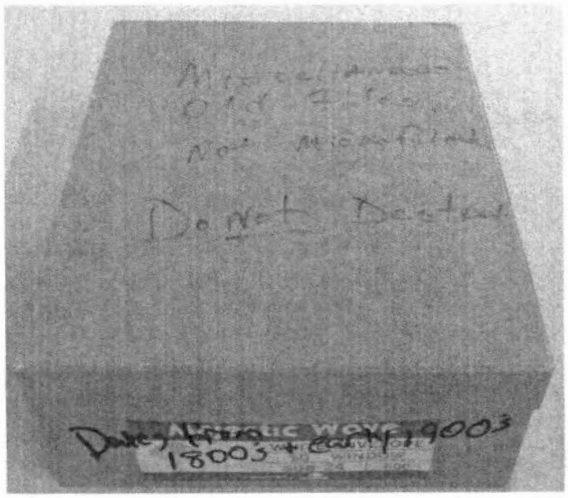
Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

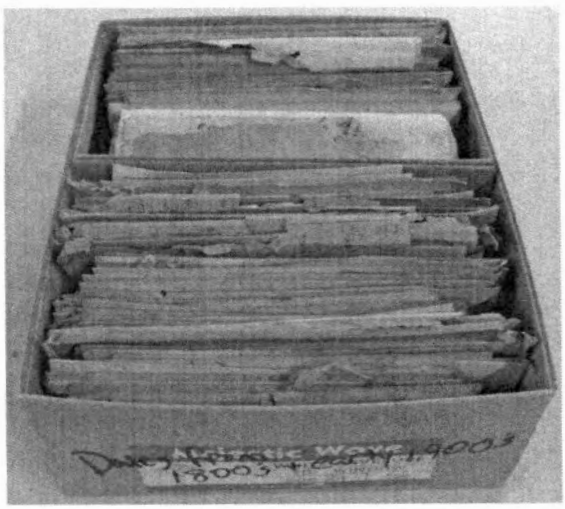
Mechanical Damage (Use & Abuse)

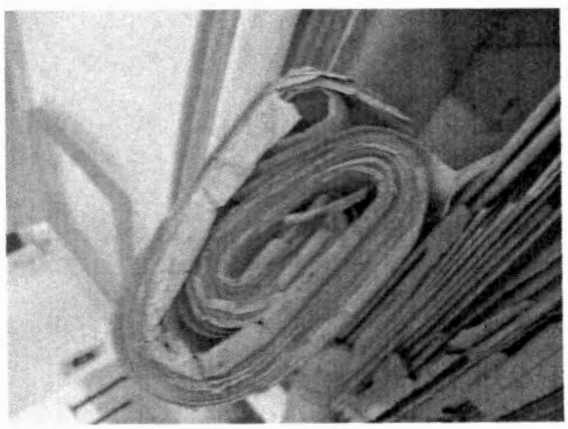
Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of "pressure sensitive tapes—*such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes*"— all are ***unstable***. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."[1]

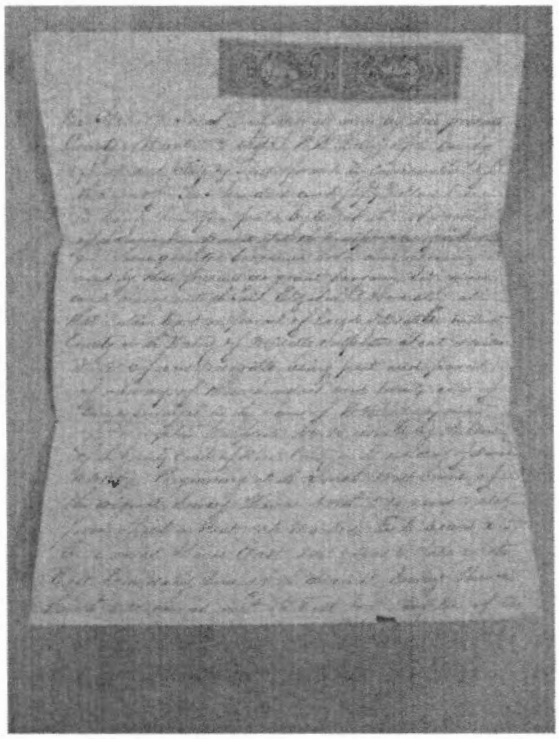






[1] *The Library of Congress. "Preservation FAQs." <www.loc.gov/preservation/>.*

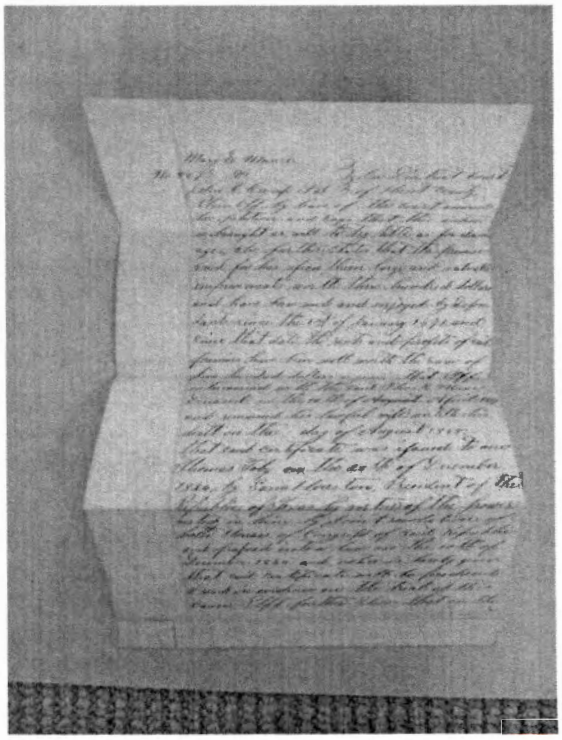
Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.



Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

Lamination Removal

Kofile conservators address the "Laminate" process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the County directly to discuss alternatives.



Non-Archival Quality Materials

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is *foxing*, or foxlike (reddish and brown color) stains or blotches on paper.

Temperature & Humidity Monitoring

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

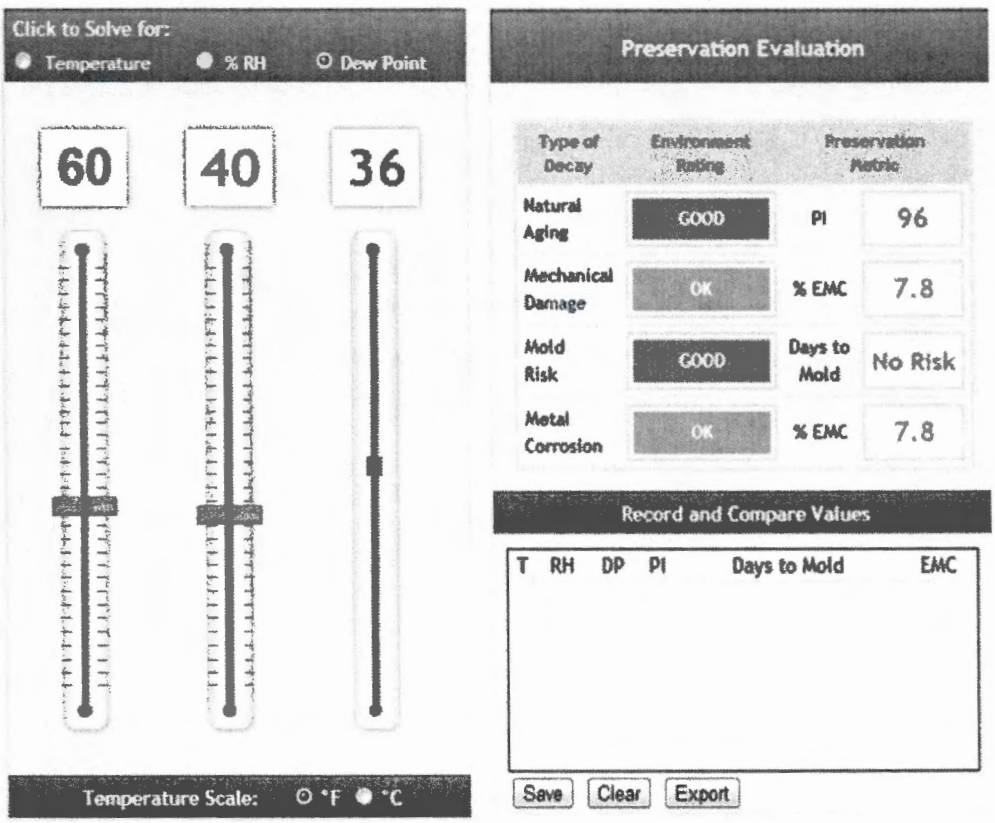
Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Red inks smear first, then blue inks, and lastly, black inks.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.



Visit the Image Permanence Institute (IPI) at www.dpcalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exampled above). The image above is property of IPI.

TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Guillotine cutters are never employed. Board shears allow Kofile to trim paper with greater precision. Only one page is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/ mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush, microspatula, latex sponge, powdered vinyl eraser, or soft block eraser.

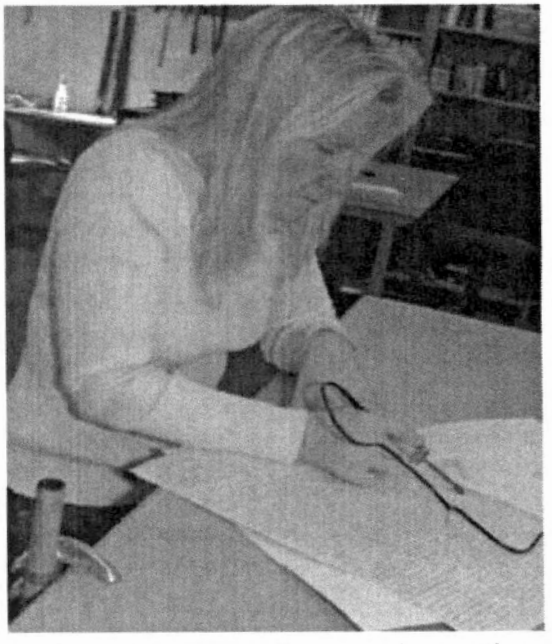
Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, pressure sensitive tape, and adhesive residue are reduced as much as possible without further degrading the original document. When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary.

A *microspatula* (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can soften adhesives for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.



Kofile carefully coaxes adhesives and tape with mechanical application of heat and pressure.

If mechanical removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. An alternative is the local application of solvent. Previous repairs that cannot be removed safely will remain.

Flattening and Humidification

When stored improperly, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons. With flattening, the possibility of unnecessary fractures or breaks is eliminated. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. Items are humidified after testing the solubility of the image.

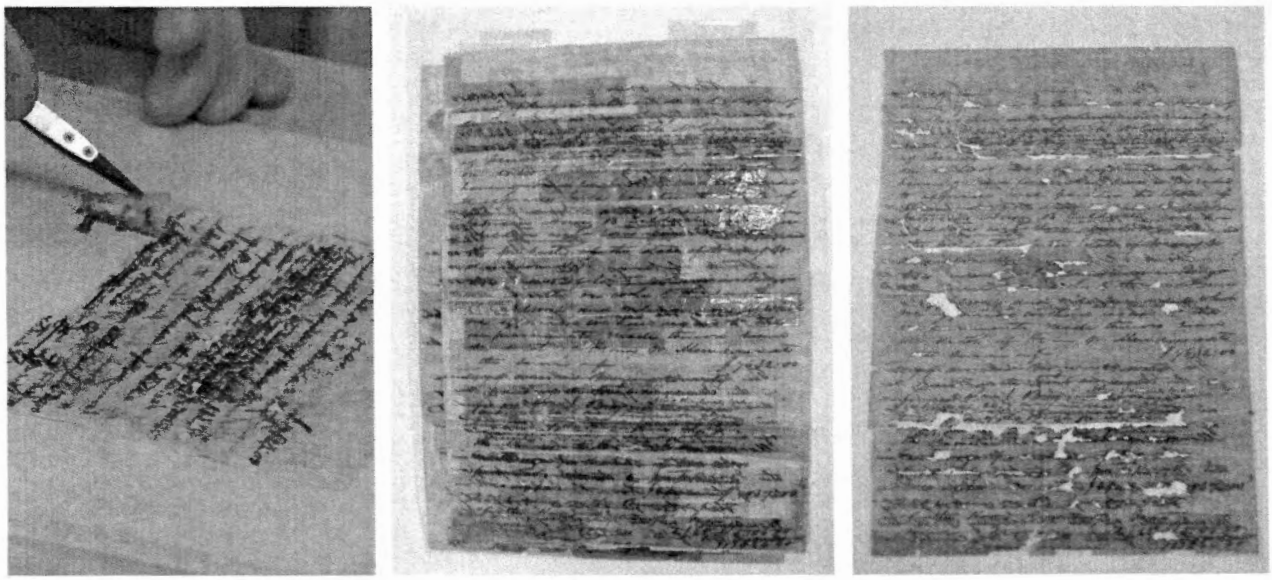
Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tears and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than $^1/_2$" if the page is going to be encapsulated.

All of the materials utilized for mending are acid-free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application.

Filmoplast R® may also be used for reinforcement of damaged sheets. Filmoplast R® is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

Mending strips are water cut so the edge of the Japanese paper visually integrates with the page without clashing aesthetically or historically with the original. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



An 1848 Probate Record before and after treatment. The image to the far right shows the page after deacidification, tape removal, and mending with archival Japanese tissue. The image above shows a Kofile conservator piecing the document together after the adhesive was reduced.

Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

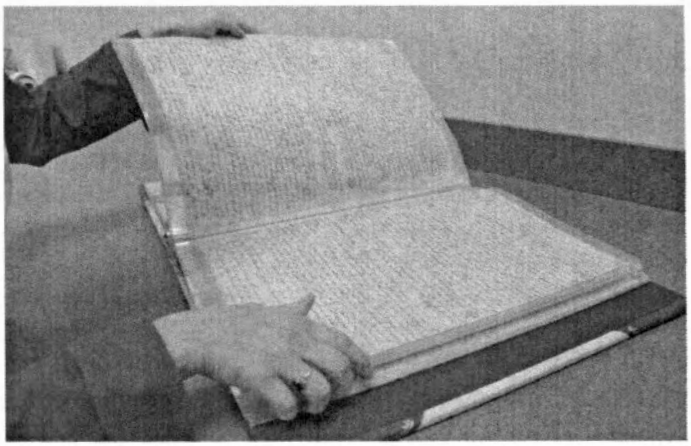
Once the buffer is applied, the paper's pH alters slowly. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

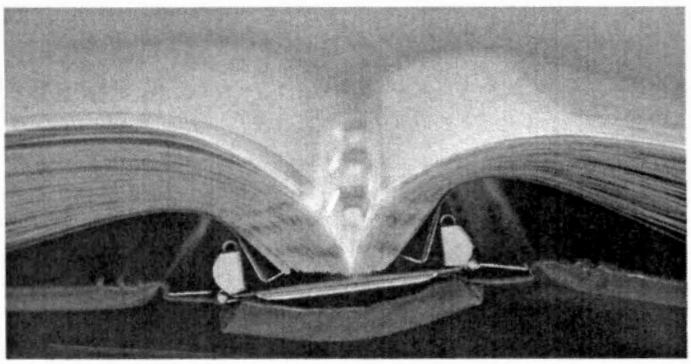
Encapsulation

In archival encapsulation, the document is free floating. It is not adhered or heat set. The inherent static cling of polyester provides physical support and protection from use.

Kofile uses SKC SH725 PET polyester for its envelopes (pockets). Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. It is also known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless.

Each sheet is encapsulated in a 3 *mil* standard pocket or ***Lay Flat Archival Polyester Pocket***™ (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, dimensions match the 'book block' with a margin. This pocket is welded on three sides and binding seals the fourth with a static seal.





Newly preserved and encapsulated volumes re-bound in Heritage Recorder Binders.

Reemay® (spunbond polyester) is welded at the binding edge to offset the sheet's thickness and protect against atmospheric pollutants (still allowing for off-gassing). This allows for a flat book block and reinforces the binding. To access the sheet, one need not cut the pocket.

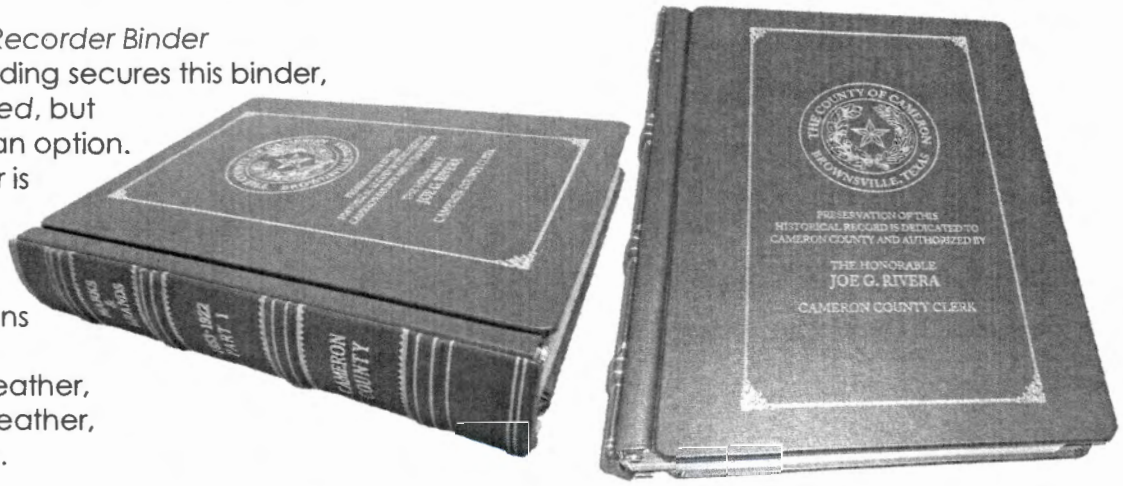
Hand Casing

Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.

Title Stamping
Title stamping can follow the same format/style of the originals. A stamping sheet is sent to the County for approval. If any titling, dates, or other information from an original volume is noted in error, the County is notified. Any changes are approved by the County. Tooling is performed with 23-karat gold foil.

Kofile matches the existing collection by manufacturing custom sizes, shapes, spines, colors, and lettering. Binders are available in the colors shown in Imitation Leather (white is also available, but requires black lettering instead of gold foil). Spines are available in genuine or imitation leather. *For hubs, the spine must be genuine leather (which introduces a non-archival component).*

Heritage Recorder Binder
A post binding secures this binder, *see pictured*, but sewing is an option. This binder is available in various colors (see options bellow) in genuine leather, imitation leather, or canvas.



Archival Quality Construction
Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile will limit binders to a maximum of 3" thick. If the volume requires more than one book, all books are to be approximately the same thickness.

Kofile matches existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards, are acid-free.

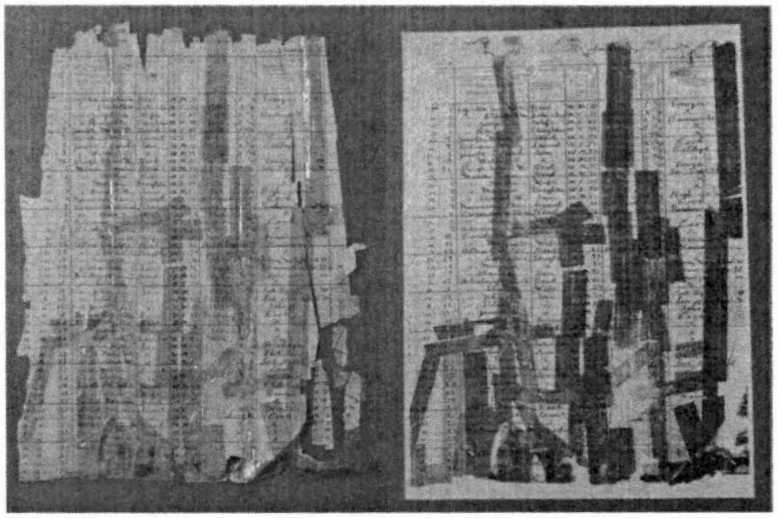
All adhesives used in the construction of Kofile binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the County. This is our commitment of value and service to our customers.

New binders stabilize documents and impede deterioration. *This will save the County valuable storage space and require little maintenance for decades.* Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements.

ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.



What would this image look like if imaged "AS IS?"

The tape may compromise legibility.

Kofile does not subscribe to the "*scan it and forget it*" philosophy. Our services differ because materials are addressed according to condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical pages. Kofile invests in the best hardware and software. Many projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

Imaging Overview

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

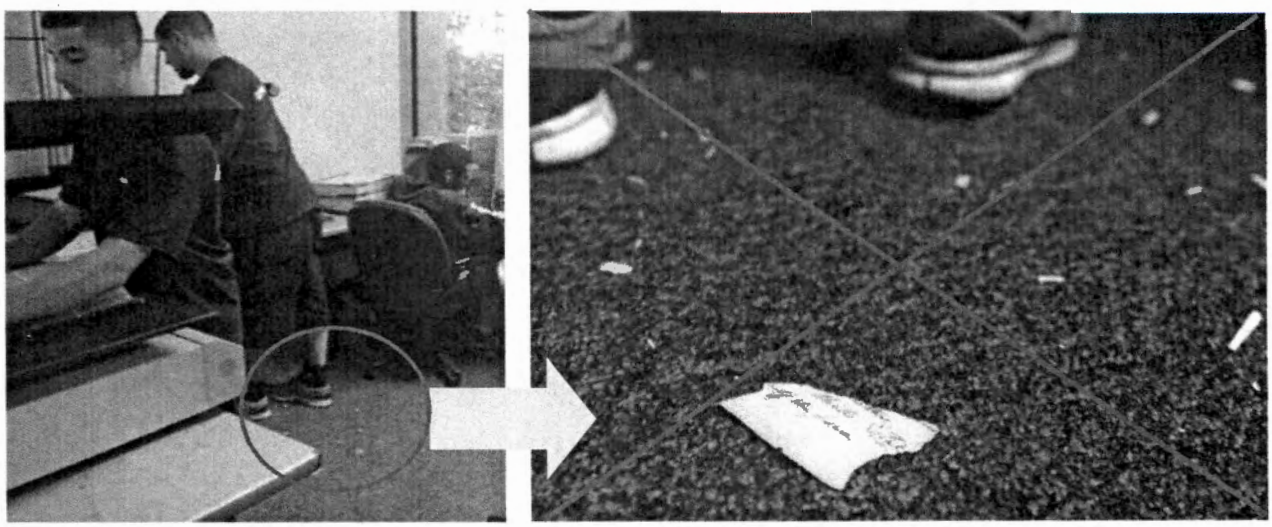
Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Kofile uses gray-scale scanning techniques to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process is verified through rigorous and systematic quality control.

If requested, annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

Image Capture

Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address the County's original paper files as disposable. Kofile understands these are not disposable records, and Kofile will maintain file order and identification.

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator inserts a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or further enhancements.



The article implies that partial document destruction during scanning projects is normal. This statement is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

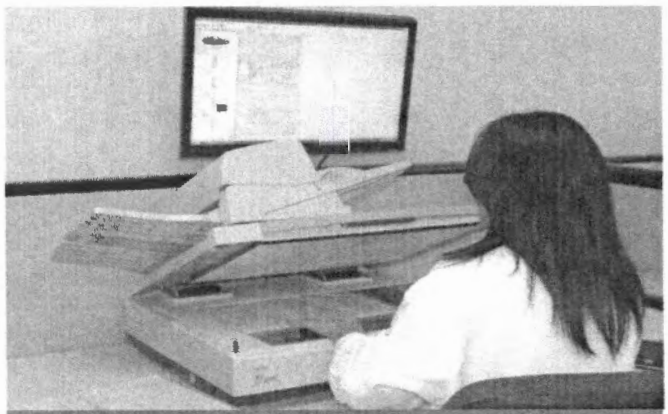
Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.

Advanced Equipment

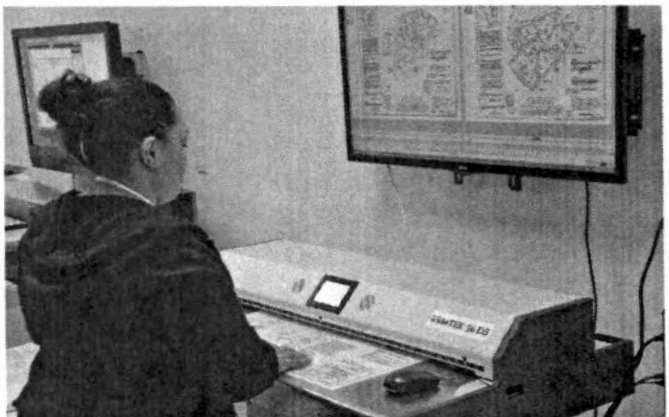
Fragile documents are imaged by hand and not fed through an automated feeder. Document fragility and stability determine which scanner is employed. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

Kofile employs a range of scanners to tailor imaging services to scan mixed-sized and large-format documents. Technical scanning equipment includes Fujitsu, Kodak, WideTEK, Scan Optics, and Contex. Each scanner employs page detection to adjust for varying sizes of paper and thicknesses to reduce "pull-throughs" on thin papers following thick bond.

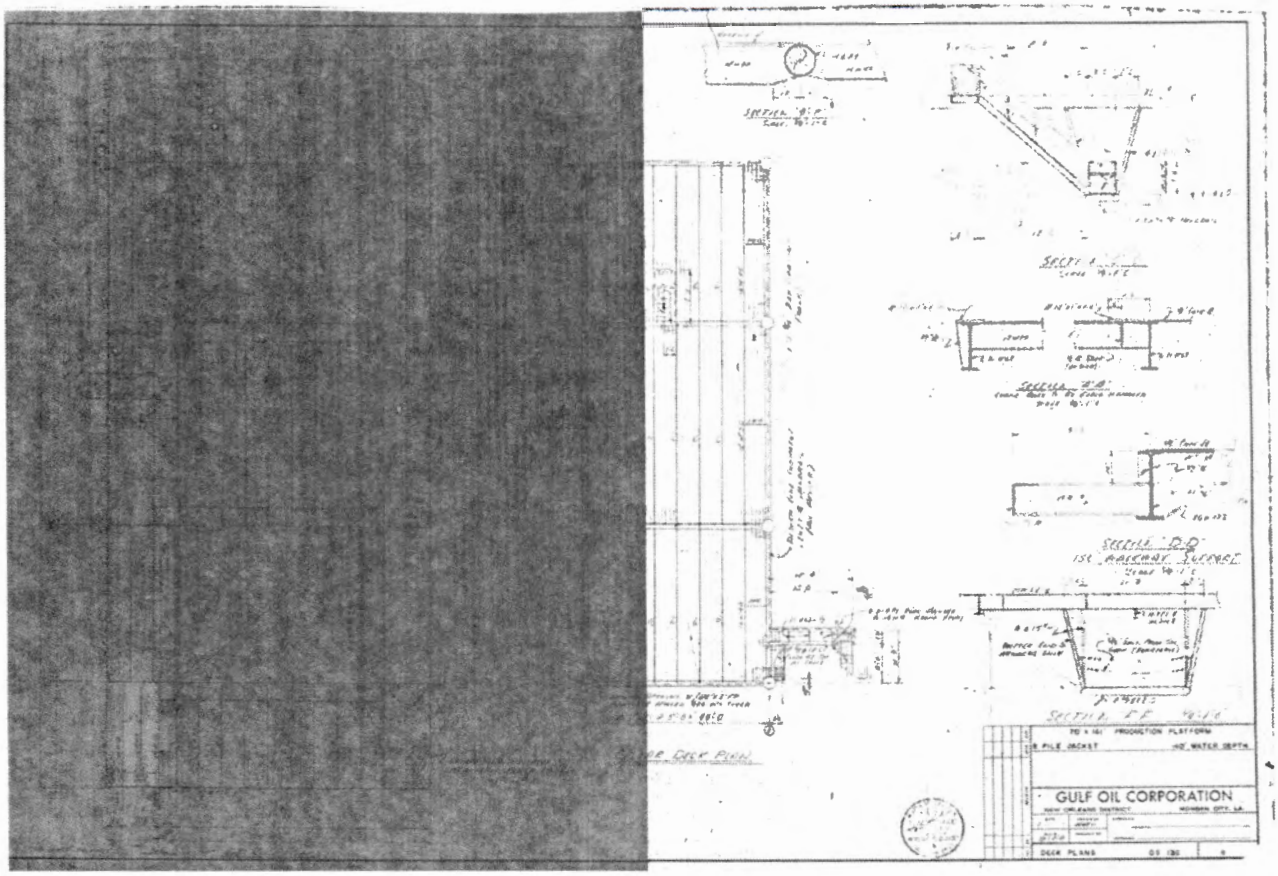
WideTEK—A wide-format duplex scanner for dual-sided documents up to 36" in width (see bottom right). The scanner needs only 2.5 seconds to scan both sides of a page in a single pass at a resolution of 300 dpi. This scanner ensures the best possible gentle transport and digitizes without damage to the source document.



A technician captures a historical page on a flat bed scanner.



A WideTEK scanner captures oversized document and plats.



Examples of imaging before (L) and after (R) image cleanup and enhancements.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each and every image is sight checked during QC**. Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added to the original book. Every image is inspected before delivery to the customer. The County can receive an image log noting the steps employed.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

Archival Microfilm

In March 2011, Kofile's parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, the County has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and Photostat) are captured on 16 mm microfilm. Plats are captured on either 16 mm or 35 mm microfilm, depending on plat size.

PROJECT PRICE QUOTE

This project is presented via TXMAS Contract No. TXMAS-18-3602. Please reference this contract number on the P.O. Without a signed Agreement, prices are good for 90 days. All pricing is based on a Good Faith Estimate of page counts (estimates include addition of 30% attachments and A/B/C pages). All records are in good condition. Billing occurs on actual counts per the unit pricing herein; not to exceed the P.O. without permission.

HUNT DISTRICT CLERK, TX PRESERVATION AND IMAGING OF HISTORICAL DOCUMENTS						
				PROJECT PRICE QUOTE		
RECORDS SERIES TITLE	DATE RANGE	PAGE COUNT	SHEET SIZE	(PRV) PRESERVATION	(IM) ARCHIVAL IMAGING	LINE ITEM TOTAL
Miscellaneous Records Box	1800's-1900's	1,398	14 x 8½	$13,462.74	$1,314.12	$14,776.86

COUNTY ACCEPTANCE

Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual page counts per the applicable unit pricing.

_____ _____ _____

Signature of Authorized County Representative *Title* *Date*

Records receive the following services as appropriate. General treatments and services are outlined below, and services are tailored to the needs of the specific item.

(PRV) Preservation—*Conservation Treatments, Deacidify, Encapsulate, & Bind*

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners *to the extent possible without causing damage to paper and inks.*
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast R® (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than ± .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.

- Re-bind in custom-fitted and stamped archival quality binder (a *Heritage Recorder* binder). Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

(IM) Archival Imaging—*Capture, Processing, & Enhancement*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- If applicable, IMAGE PERFECT is Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- If applicable, images are optimized and scaled for system output.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page (or other identifiers).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility are verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

TXMAS COOPERATIVE PURCHASING

Upon purchase of this TXMAS project, the County reports the order via TxSmartBuy <www.txsmartbuy.com/>. Hunt County must renew their CO-OP before utilizing TXMAS.

STATE OF TEXAS CO-OP MEMBER LISTING FOR HUNT COUNTY	
LINK	https://comptroller.texas.gov/auto-data/purchasing/co-op/c1160.php
CO-OP #	C1160
CONTACT	Cheryl Lowry, clowry@huntcounty.net 903-408-4148
EXPIRES	15-APRIL-2021

The following TXMAS billing line items are applicable to the project:

PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL
PRV706	96272	Case File Preservation	$9.63	1,398	$13,462.74
IMGP707	92030	Archival Imaging of Unbound	$0.94	1,398	$1,314.12

Accessibility of Records

Records held at Kofile are viewed as private and confidential and treated as such. The County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (a records request), Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved

requester or alternate. The turnaround time for a Hot Shot will meet or exceed the County's requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the County and Kofile.

- **The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.**

Please let me know if you have any questions. We look forward to serving Hunt County, and to working together for the preservation and access of its public and historical assets.

Sincerely,

Stacy Cortesano

Stacy Cortesano
Account Executive
stacy.cortesano@kofile.com

rmh

HUNT COUNTY
POST OFFICE BOX 1437 – GREENVILLE, TEXAS 75403-1437

DISTRICT CLERK
SUSAN SPRADLING
(903) 408-4172

Notice

DISTRICT CLERK'S RECORDS ARCHIVE FEE

Government Code 51.305(g)

(g) If a county imposes a fee under this section, a notice shall be posted in a conspicuous place in the district clerk's office. The notice must state the amount of the fee in the following form:

"THE COMMISSIONERS COURT OF HUNT COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF $10.00 IS NEEDED TO PRESERVE AND RESTORE DISTRICT COURT RECORDS."

#16,730 Commissioner's Court Minutes – April 27, 2021

16,985 (3)

Order Adopting District Clerk's Written Preservation, Restoration and Records Archive Plan 2021 - 2022

FILED FOR RECORD
at 12:30 o'clock P M
AUG 31 2021
BECKY LANDRUM
County Clerk, Hunt County, Tex.
By _____

State of Texas
County of Hunt

The Hunt County Commissioners Court hereby approves the Hunt County District Clerk's Written Preservation, Restoration and Records Archive Plan for the fiscal year 2021 – 2022, finding that all postings and public hearing requirements have been met as per Government Code 51.305 (f).

Approved and adopted this the 31st day of August, 2021.

Bobby W. Stovall
Hunt County Judge

Mark Hutchins
Commissioner, Pct. 1

Randy Strait
Commissioner, Pct. 2

Phillip Martin
Commissioner, Pct. 3

Steven Harrison
Commissioner, Pct. 4

Attest:

Becky Landrum
Hunt County Clerk