



COLLIN COUNTY

Lynne Finley
District Clerk
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Date: June 18, 2018

Subject: Approving the Purchase of Phases E and F of the District Clerk's Historical Records Restoration and Preservation Project.

To: Commissioner's Court

From: Lynne Finley
District Clerk

The District Clerk's office is requesting the court's approval to purchase phases E and F of the District Clerk's Historical Records Restoration and Preservation Project. With the courts approval, the District Clerk's office will continue to utilize the services of Kofile Technologies using their GSA contract. Kofile Technologies provides the specifications the District Clerk's office is requesting, which includes the disaster safe binding, color imaging and the lay flat archival polyester pockets. FY'17 funds of the District Clerk's Preservation of Records accounts were carried forward to FY'18 to complete the Preservation of Criminal and Civil case files.