



COLLIN COUNTY

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District Clerk's Historical Records Restoration and Preservation Project

In 2015 the Collin County District Clerk's office entered a contract with Kofile Technologies and implemented the Historical Records Restoration and Preservation Project. Kofile Technologies provided the District Clerk's office a quote that included (6) phases; A, B, C, D, E, and F. Phases A thru D have been completed.

December 15, 2015 Kofile Technologies billed for the completion of Phases A & B
September 29, 2017 Kofile Technologies billed for the completion of Phases C & D

Kofile Technologies was originally selected as the vendor at the time, because they were the only vendor that provided Disaster Safe Binders and Lay –Flat Archival Polyester Pockets. As of date, Kofile Technologies is still the only vendor that offers the specification request for Disaster Safe Binders. As the Custodian of Records, the District Clerk's office require those specifications to ensure the office follows the guidelines set forth by the Texas state Library and Archives Commission as related to records in the District Clerk's office.

The District Clerk's office requires the Disaster Safe Binders. We chose those types of binders at the beginning of the project, because that would give us peace of mind with our investment of our Historical Records if we were ever to have a flood, fire, or any other type of unforeseen disaster.

The District Clerk's office requires the Lay-Flat Archival Polyester Pockets. The archival polyester pockets are acid-free which doesn't cause yellowing or clouding of the pocket sleeve, and the actual document inside the sleeve pocket. The sleeve is made out of a protective material that allows an individual to handle without smudging or smearing. This particular lay-flat pocket offers a glass-clear view, which prevents the handler from having to take the document out of the sleeve. All three edges are tightly sealed, leaving a short edge open with the least accessible enclosure. These qualities of the Lay-Flat Archival Polyester Pockets, will help preserve our documents as well as our investment even longer

The District Clerk's office is requesting approval to purchase Kofile Technologies services to complete phases E and F through the GSA Contract GS-35F-275AA, and finalize this part of the project. The District Clerk's office has carry forward funds from FY'17 in the Document Preservation – Admin (2340) account that will be utilized as funding.