



COLLIN COUNTY

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TO: Judge Keith Self
Commissioner Susan Fletcher
Commissioner Cheryl Williams
Commissioner John Thomas
Commissioner Duncan Webb

FROM: Stacey Kemp, Collin County Clerk

DATE: August 6, 2018

SUBJECT: APPROVAL TO UTILIZE GSA CONTRACT WITH KOFILTE TECHNOLOGIES FOR THE PRESERVATION OF MILITARY DISCHARGE RECORDS

The County Clerk respectfully requests approval to utilize Kofile Technologies cooperative purchasing contract GS-35F-275AA to clean and preserve the County Clerk's remaining Military Discharge (DD214) records. The records will be cleaned, deacidified and preserved for permanent retention.

This project will also include digital imaging and reversing polarity (where applicable) for all remaining records of the following:

Volume 28; 447 pages dating 1994 - 1996
Volume 29; 1,000 pages dating 1996 - 2002
Volume 30; 410 pages dating 2002 - 2006

This ongoing project for the preservation of remaining Military Discharge records will be funded by the County Clerk's Records Archive account.