



# COLLIN COUNTY

**Stacey Kemp  
County Clerk**

2300 Bloomdale Rd. Ste. 2106  
McKinney, Texas 75071  
972-548-4185  
972-547-5731 Fax  
[www.collincountytx.gov](http://www.collincountytx.gov)

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

FROM: Stacey Kemp, County Clerk

DATE: August 24, 2018

RE: APPROVAL TO RE-BID SERVICES FOR THE CREATION AND STORAGE OF  
THE COUNTY CLERK'S MICROFILM

The County Clerk respectfully requests Commissioners' Court approval to advertise RFP No. 2018-331 Storage and Microfilm Creation.

As the official custodian of records, the County Clerk is responsible for preserving records for permanent retention. Part of this preservation includes ensuring our records are imaged and saved to microfilm and CD. This RFP will allow for the selection of the most qualified provider for the creation and storage of microfilm.