



COLLIN COUNTY

Lynne Finley
District Clerk
2100 Bloomdale Rd
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McKinney, Texas 75071
972-548-4320 or
972-424-1460 Ext 4320 (Metro)

Date: June 17, 2019

Subject: Requesting Consent to Move Forward with the District Clerk's Historical Records Restoration and Preservation Project using KoFile Technologies.

To: Commissioner's Court

From: Lynne Finley
District Clerk

The District Clerk is requesting the court's approval to move forward with 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. 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'18 funds of the District Clerk's Preservation of Records accounts were carried forward to FY'19 to complete the Preservation of Criminal and Civil case files.