



# COLLIN COUNTY

**Stacey Kemp  
County Clerk**

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TO: Judge Keith Self  
Commissioner Mark Reid  
Commissioner Cheryl Williams  
Commissioner Chris Hill  
Commissioner Duncan Webb

FROM: Stacey Kemp, County Clerk

DATE: December 26, 2013

RE: NOTIFICATION OF THE COUNTY CLERK'S DOCUMENT PRESERVATION  
PROJECT UTILIZING TXMAS CONTRACT NO. 13-36010

This is notification to the Commissioners' Court of Phase I of the County Clerk's Preservation Project. This project will include: Aerial Photo Maps, Commissioners' Court Minutes, Index to Commissioners' Court Minutes, Commissioners' Court Orders, Chattel Mortgages, Survey Records, Probate Court Minutes and Criminal County Court Minutes. Funding for this project has been budgeted in the County Clerk's Archive and Restoration fund.

The County Clerk has selected Kofile Preservation as the most qualified professional to perform the preservation services. Kofile Preservation has extensive experience in the restoration and preservation of public documents. In addition, they possess proprietary technology that encapsulates each document in a patented polypocket which protects the paper from deterioration caused by environmental conditions. The pages are then placed in disaster proof binders that are resistant to fire, heat, water and humidity. Protecting these documents is critical in preserving our county's history.

By utilizing the most experienced and knowledgeable in document preservation services, the County Clerk's historical records will be available for many future generations.