



# COLLIN COUNTY

Auditor's Office  
2300 Bloomdale Road  
Suite 3100  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

November 20, 2018

Texas Bar Historical Foundation  
c/o State Bar of Texas Archives Department  
P.O. Box 12487  
Austin, Texas 78711-2487

To whom it may concern:

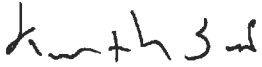
The Collin County District Clerk's Office seeks preservation solutions to assist with the restoration and preservation of records maintained by the Collin County District Clerk's Office. In general, the State Library and Archives Commission requires permanent retention of all case papers and trial dockets dated prior to 1950, and "case papers from any period that, because of notoriety or significance, might possess enduring value." In addition, certain court documents after 1950 are required to be retained permanently, or for specific periods of time. It is the intent of the District Clerk to follow the guidelines set forth by the Texas State Library and Archives Commission as they relate to records in the District Clerk's office. This document addresses the restoration and preservation needs of the Collin County District Clerk's records archive only, no other departments are addressed. Currently the District Clerk collects fees due to the Texas Legislature has providing a means to raise revenue for records management and preservation of court records. Records preservation and restoration efforts are funded by the collection of fees added to specific types of cases filed in the District Clerk's Office as found in the Texas Government Code Sections 51.305 (District Court Records Technology Fee) and 51.317(b)(4)(c) (Records Management Fee). These fees are "user" fees and are an alternative to raising taxes or spending from the general fund. The fee amounts are approved by the Collin County Commissioners' Court, and itemized as part of the County's annual budget. The funds generated from the collection of these fees are used, as mandated, for preservation and restoration services performed in connection with maintaining the District Court archives.

The process to restore and preserve documents maintained by the Collin County District Clerk's office is an ongoing project as records continue to age and deteriorate. In FY'18, the District Clerk's office will continue the preservation of our oldest court records which are on permanent retention and are deteriorating. Contingent upon the availability of funding, the criminal and civil case files dating between 1876-1880 will be professionally preserved, digitized and placed in disaster safe books. In addition, the District Clerk's office will continue to scan civil and criminal paper case files from 2000 -2010 into the case management system.

Given Texas Bar Historical Foundation's desire to assist Texas counties with preserving historic data, Collin County respectfully submits a proposal for \$8,000. The funding will assist the county in ensuring a successful preservation of all historic records required by the State of Texas to be archived permanently.

- If you need any further information, please feel free to contact Janna Caponera at 972-548-4638 or [jcaponera@co.collin.tx.us](mailto:jcaponera@co.collin.tx.us). Thank you for considering our request.

Sincerely,



Keith Self x37  
Collin County Judge



# TEXAS BAR HISTORICAL FOUNDATION

*Dedicated to the research, collection, preservation and presentation of  
information, documents and objects relating to the  
Bench, Bar and Judicial System in the State of Texas*

## Court Records Preservation Grant Application Packet

**Fall 2018**

Applications Due November 30, 2018

# TEXAS BAR HISTORICAL FOUNDATION COURT RECORDS PRESERVATION GRANT PROGRAM

## **GRANT APPLICATION GUIDELINES**

### **Background**

In 2009, the Texas Supreme Court commissioned the Texas Court Records Preservation Task Force to assess the status of Texas' historical court records and develop a plan to address their preservation needs. The Task Force concluded that Texas' historical state district and county court records, dating back to the Republic of Texas, are among the most important and endangered historical documents in the State.

These records contain important information about famous Texans, record the lives of ordinary Texans during historic eras (such as the Republic of Texas, the Civil War, and the Great Depression), and may contain the only written records that exist about the ancestors of African Americans whose ancestors were enslaved in the State.

Despite their importance, however, many of these records are decaying or being destroyed due to a confluence of events and conditions, including improper storage and handling, the effects of moisture and temperature fluctuations in their storage environment, the ravages of pests, and the acidity of the ink and paper used to create them.

One result of the Task Force was the establishment of the Court Records Preservation Grant Program with the goal of helping county and district courts preserve their valuable historic court records. The Texas Bar Historical Foundation, which administers the Grant Program, was established to engage in and support the research, collection, preservation, and presentation of information, documents, and objects relating to the Bench, Bar, and judicial system within the State of Texas.

### **Preferences**

The Texas Bar Historical Foundation prefers to fund projects that support and reflect its dedication to the research, collection, preservation and presentation of information, documents and objects relating to the Bench, Bar and Judicial System in the State of Texas.

For its Court Records Preservation Grant Program, the Foundation prefers projects that **take preservation and conservation action to prolong the life of historically significant and/or vulnerable public records.**

- Examples of common preservation activities include:
  - Archival rehousing, such as refoldering and reboxing in supportive, acid-free housing.
  - The creation of custom acid-free book boxes for large minute books

- Environment improvement, such as temperature, humidity, and pest control.
- The purchase of shelving to store records off the floor
- Archival encapsulation and preservation binding
- Examples of common conservation activities include:
  - Surface cleaning and mold remediation
  - Humidification and flattening of folded records
  - Deacidification
  - Page mending
  - Binding repair

Additionally, TBHF prefers to fund:

- Projects that have secured additional funding, such as preservation fees or donation pledges.
- Projects that have been previously approved by required authorities, such as Commissioners Courts.

TBHF prefers not to fund:

- Projects focused solely on digitization and indexing.
- Reformatting or the creation of physical facsimiles of historical documents.
- Preservation of non-court government records.
- Organizations that in turn make grants to others.
- Fund-raising events or mass appeal solicitations.

As a rule, the Foundation will consider only one application from an organization within a six month period. Absent good cause, subsequent proposals from organizations previously funded by the Foundation will not be considered until a full report of the previous grant has been submitted to and accepted by the Foundation.

### **Previous Grant Award Amounts**

Due to limited available funds and the high demand for preservation funding throughout the State, the Texas Bar Historical Foundation is typically able to awards grants of between \$3,000 and \$8,000.

### **Eligibility**

Court Records Preservation Grants are primarily made to Texas governmental entities and subdivisions, specifically state district and county courts. Grants to Texas nonprofit organizations recognized as charitable organizations by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code may also be considered.

The Texas Bar Historical Foundation does *not* award grants:

- To individuals.
- To be used to influence legislation or support candidates for public office.
- To be used solely for memorials (such as a statue or plaque).
- As additions to endowments.

- For general operating expenses, unless used exclusively for a qualifying project.

### **Conditions of Grants**

- The Texas Bar Historical Foundation reserves the right to approve or deny any application solely in its own discretion.
- The Foundation reserves the right to request additional documentation or support materials to evaluate grant requests.
- The Foundation requires that any organization receiving a grant must give credit to the Foundation in any report, publication, or press release it issues regarding the project.
- Grant awards must be used strictly in accordance with the proposal and budget submitted in writing to the Foundation. A grantee must petition the Foundation for permission to make any changes to the project or project budget.
- Semi-annual progress and financial reports will be required.
- A final report that includes a description of the project's outcome will be required, including a statement of the original goals and the progress made toward these goals.
- Grant funds must be used within the grant period as set forth in the grant award. Any funds not used during this period must be returned to the Foundation.
- The Foundation, in its sole discretion, may grant a six-month extension of a grant period upon a showing of good-faith effort to complete the project.

## **GRANT APPLICATION INSTRUCTIONS**

The Foundation considers and awards grants semiannually. The application deadlines are May 31<sup>st</sup> and November 30<sup>th</sup> at 5:00 p.m. (Central Time) of each year.

At the sole discretion of the Foundation's Trustees, the Foundation may consider grant applications submitted outside of its annual grant application process.

### **Application Packet – Required Contents**

To be eligible for consideration, grant applications must contain 1 original and 1 copy of the completed Texas Bar Historical Foundation Grant Application, executed by a duly authorized representative. This includes:

- ☐ Cover Letter describing the project, its needs, and its historical significance
- ☐ Part A: Grant Application Form
- ☐ Part B: Questionnaire
- ☐ Part C: Project Budget
- ☐ Part D: Certification and Signature, executed by a duly authorized representative
- ☐ Photographs documenting the current condition of records proposed for preservation

### **Application Packet – Optional Contents**

Applicants may also submit any of the following in support of their applications (2 of each).

- ☐ Vendor quotes (\*Required, if proposed project will be completed by a vendor.\*)
- ☐ Documentation of project approval from Commissioner's Court, if required and previously attained
- ☐ Brochures or other printed materials about the organization or project
- ☐ News clippings or media releases about the organization or project

***Send completed, signed application and all required and optional attachments together in ONE ENVELOPE or PACKAGE to:***

**Texas Bar Historical Foundation  
c/o State Bar of Texas Archives Department  
P.O. Box 12487**

**Austin, TX 78711-2487**



**TEXAS BAR HISTORICAL FOUNDATION**  
**COURT RECORDS PRESERVATION GRANT PROGRAM**

**A. GRANT APPLICATION FORM**

Project Information			
<b>Applicant Organization</b>	<b>Collin County Government</b>		
<b>Project Title</b>	<b>FY'18 Preservation, Restoration and Records Archive Plan</b>		
<b>Brief Project Description</b>	<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> New Project</span> <span><input type="checkbox"/> Ongoing Project</span> </div>		
<b>Amount Requested</b>	\$ <b>8,000.00</b>	<b>Total Budgeted Cost</b>	\$ 8,000.00
<b>Project Start Date</b>	12/1/2018	<b>Completion Date (Projected)</b>	09/30/2018
<b>Has the applicant previously received a grant from the Foundation?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Information			
<b>Address</b>	2100 Bloomdale Rd. Ste. 12132 McKinney, TX 75071		
<b>Web Address</b>		<b>Phone</b>	972-548-4638
<b>Clerk Name</b>	Lynne Finley	<b>Title</b>	District Clerk
<b>Email Address</b>	lfinley@co.collin.tx.us	<b>Phone</b>	972-548-4369
<b>Primary Contact</b>	Janna Caponera	<b>Title</b>	Grant Accounting and Reporting Manager
<b>Email Address</b>	jcaponera@co.collin.tx.us	<b>Phone</b>	972-548-4638
<b>Address</b>	2300 Bloomdale Rd. Ste. 3100 McKinney, TX 75071		
<b>Please check/list all supporting documentation included with this application:</b>			
<input checked="" type="checkbox"/> Vendor quotes <input checked="" type="checkbox"/> Photographs documenting the current condition of records <input checked="" type="checkbox"/> Documentation of project approval from Commissioner's Court		<input type="checkbox"/> Brochures or other printed materials <input type="checkbox"/> News clippings or media releases <input checked="" type="checkbox"/> Records chosen for preservation <input checked="" type="checkbox"/> Preservation plan	

## **B. QUESTIONNAIRE**

### **Records Description**

- 1. Please describe the records selected for preservation and conservation treatment, including general informational content, dates created, and physical format (bound, formerly bound, case files, etc.).**

The District Clerk's office will continue the preservation of our oldest court records, which are on permanent retention and are deteriorating. Contingent upon the availability of funding, the criminal and civil case files dating between 1876-1880 will be professionally preserved, digitized and placed in disaster safe books. The books will include disaster safe binding, color imaging, and the lay flat archival polyester pockets.

- 2. Please describe the current condition of the records selected for preservation and conservation treatment (e.g. fragile, brittle, tri-folded, water damaged, moldy). (Please note that applicants are encouraged to attach photographs of the current records condition with the application.)**

The Collin County District Clerk's Office historical records are from the 1800's and show signs of being not only fragile, but brittle, tri-folded, and some have water damage. Several photos have been included to show the current condition of these records.

- 3. Please describe the current storage environment of the records, including details such as climate control, shelving, fire suppression systems, and security access.**

The current Records Management department offers an environment that has climate control with a temperature that remains between 69-71 degrees at all times. The area has shelving specifically designed for the Disaster Safe Binders as well. The Records Management department area has a complete fire sprinkler system installed as well as fire extinguishers mounted on the walls. Entry to the records management department is secured with badge access only.

### **Records Use**

- 4. Please describe the historical significance of the records.**

In general, the State Library and Archives Commission requires permanent retention of all case papers and trial dockets dated prior to 1950, and "case papers from any period that, because of notoriety or significance, might possess enduring value." In addition,

certain court documents after 1950 are required to be retained permanently, or for specific periods of time. It is the intent of the District Clerk to follow the guidelines set forth by the Texas State Library and Archives Commission as they relate to records in the District Clerk's office.

**5. What are these records currently used for? Who commonly uses them?**

Employees and the public retrieve these documents, which are court records. They are utilized for educational, professional, and historical purposes.

**6. Please describe any potential future uses and users of these records.**

The documents can be utilized for professional, educational, and historical uses. The users could be employees, attorneys, legal professionals, and the public.

**7. Do preservation and storage conditions of the records selected currently impede their accessibility for use? If yes, please explain.**

Yes because as of current, the records are deteriorating and are extremely frail. The records are stored in boxes and file folders currently. Once preserved, they can be in sleeves and books to allow viewing without causing the records damage or deterioration.

**Project Description**

**8. What are the project's goals and expected outcomes?**

Contingent upon the availability of funding, the criminal and civil case files dating between 1876-1880 will be professionally preserved, digitized and placed in disaster safe books. The Collin County District Clerk's Office is continually working to preserve the oldest county records which are on permanent retention.

**9. Please describe how the organization plans to accomplish the project, including**

**procedures, staffing, hiring of vendors, etc.**

The District Clerk will enter into a contract with Kofile Technologies for the historical records restoration and preservation project.

- 10. If you will be using a third-party vendor to complete this project, have you selected a vendor? Please identify the vendor, if so. (If a vendor quote is available, please submit it with this application and note in this space that the quote is attached.)**

Kofile Technologies will be selected as the vendor because they are the only vendor that provides Disaster Safe Binders and Lay –Flat Archival Polyester Pockets. 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 vendor quote is attached to this application.

- 11. Where do you plan to store the records after they have received the proposed preservation and conservation treatment? Please describe the details of this storage environment, such as climate control, shelving, fire suppression systems, and security access.**

Once the District Clerk's Office receives the preserved documents, they are stored in a special room. The room's environment offers climate control with temperatures that remain between 69-71 degrees at all times and shelving specifically designed for the Disaster Safe Binders. The Records Management department area has a complete fire sprinkler system installed as well as fire extinguishers mounted on the walls. Entry to the Records Management department is by secure badge access only.

### **Project Funding and Approval**

- 12. Does your organization require Commissioner's Court approval of this project prior to its commencement? If so, please indicate whether you have received approval, or when you anticipate seeking approval. (If you have received approval and documentation of the approval is available, please submit it with this application.)**

Yes, Collin county requires Commissioner's Court approval for this project to commence. The project has already received approval as well as the vendor. The court

order is attached to this packet.

- 13. If the proposed project is a smaller part of a larger project, please describe what portion of the larger project Foundation funds will be used for. How does the applicant plan to fund the remainder of the project?**

The proposed project is a piece of a much larger project. Collin County will utilize fees collected by the District Clerk. The fees collected are mandated to be utilized for the preservation and restoration of archived records in the District Clerk's office. Approval for the project is in the attached court order.

- 14. If the Foundation awards only a portion of the grant funds requested, will you be able to use the funds to complete a portion of the proposed project within the grant period? Please explain.**

Yes, the Collin county District Clerk's office has already received a quote and Commissioner's Court approval for the project. With the funds awarded from the foundation and the fees collected from the District Clerk for preservation of records, the project will be able to be completed as per the quote attached.

- 15. If the Foundation does not award this grant, how will this project be funded?**

If the Foundation does not award Collin County with a grant, Collin County will utilize fees collected by the District Clerk to complete the project. The fees collected are mandated to be utilized for the preservation and restoration of archived records in the District Clerk's office. Since the preservation is so costly, this Foundation award will allow the District Clerk to complete a portion of the project and further utilize the fees collected to add more records to the preservation project.

- 16. Are you aware of any financial donations that have been made to the Texas Bar Historical Foundation for this project or county? If so, please list the donors and donation amounts below:**

No, we are not aware of any financial donations that have been made to the Texas Bar Historical Foundation for this project or to Collin County.

## C. PROJECT BUDGET

<b>EXPENDITURES</b> – Please list all anticipated project expenses in each category below. Insert new rows as needed.	
<b>Description</b>	<b>Total</b>
<b>Vendor-Quoted Expenses</b> (If available, please submit vendor quotes with application)	
	\$ 8,000.00
	\$
	\$
Sub-total Vendor Expenses	\$ 8,000.00
<b>Supplies</b> (Including archival storage supplies, such as boxes and folders)	
	\$
	\$
	\$
Sub-total Supplies Costs	\$
<b>Equipment</b> (Durable equipment including shelving and other storage furniture)	
	\$
	\$
	\$
Sub-total Equipment Costs	\$
<b>Facilities Improvement Costs</b> (Such as climate- and pest-control measures)	
	\$
	\$
	\$
Sub-total Facilities Improvement Costs	\$
<b>Personnel Costs</b> (Including training and project-specific hourly pay)	
	\$
	\$
	\$
Sub-total Personnel Costs	\$
<b>Other Project-Related Expenditures</b> (Please specify)	
	\$
	\$
	\$
Sub-total Other	\$
<b>TOTAL EXPENDITURES</b>	
	\$ 8,000.00

**INCOME** – Please list all other funding sources available for the proposed project, including preservation fees collected, and any grants or donations received. Insert new rows as needed.

<b>Funding source</b>	<b>Amount of funding</b>
Preservation Fees Collected	\$145,511.17
	\$
	\$
<i>Subtotal of all other funding</i>	\$145,511.17
<i>Funding Requested from TBHF</i>	\$8,000.00
<b>TOTAL INCOME</b>	<b>\$153,511.17</b>

#### **D. CERTIFICATION AND SIGNATURE**

I certify that the information contained in this application and any attachments made as part of this application are true and complete to the best of my knowledge and the organization has authorized me as its representative to submit this application. If asked by any authorized official of the Texas Bar Historical Foundation, I agree to provide documentation for information given on this form. I grant permission to the Texas Bar Historical Foundation to use photographs and/or selected quotes on its website and in future publications.

Keith Self / 11/21/18  
*Signature of Authorized Representative* *Date*

Keith Self / County Judge  
*Printed Name* *Title*

---

***Send completed, signed application and all required and optional attachments together in ONE ENVELOPE or PACKAGE to:***

**Texas Bar Historical Foundation  
c/o State Bar of Texas Archives Department  
P.O. Box 12487  
Austin, TX 78711-2487**

***Questions may be directed to [archives@texasbar.com](mailto:archives@texasbar.com) or by phone at (512) 427-1311***





## Automatic Fire Suppression System

In our Records Management Department we utilize a dry-pipe squib controlled sprinkler system connected to the building's fire alarm system. This is the storage area for the historic documents that are awaiting preservation.



## Secured Access

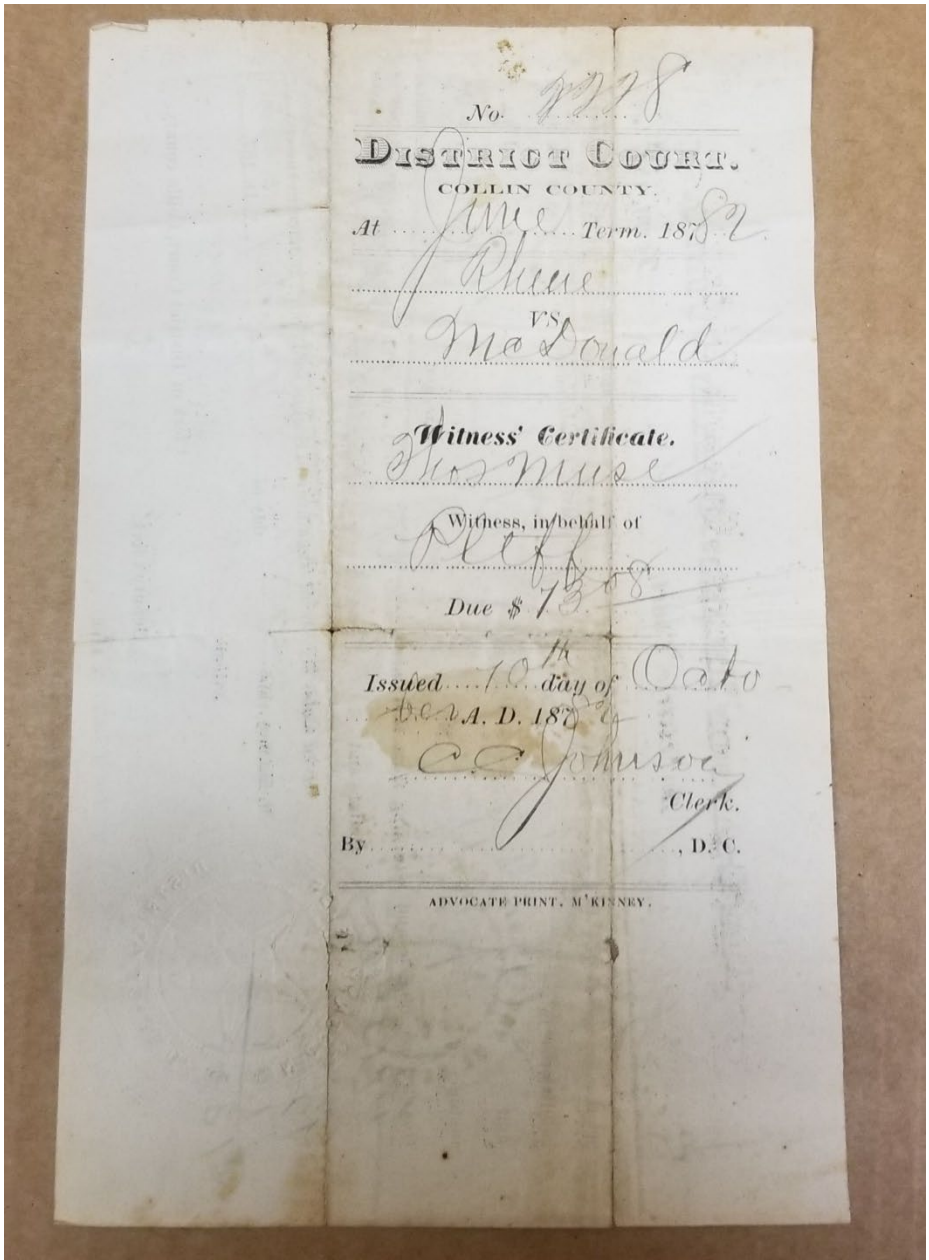
Here one can see the entrance to the Records Management Department. We utilize a proximity badge system to control a magnetic door lock. Access to the department is time-stamped and logged within the control systems. This is the secured storage area for the District Clerk's Office historic documents.





## Fire Extinguisher

In convenient locations around the Records Storage Areas, hand-held fire extinguishers are mounted for ease of access, should the need arise. The extinguishers are serviced and inspected as needed or at least annually. The secured storage area where the historic documents are stored have fire extinguishers throughout the room.



# Historic Document

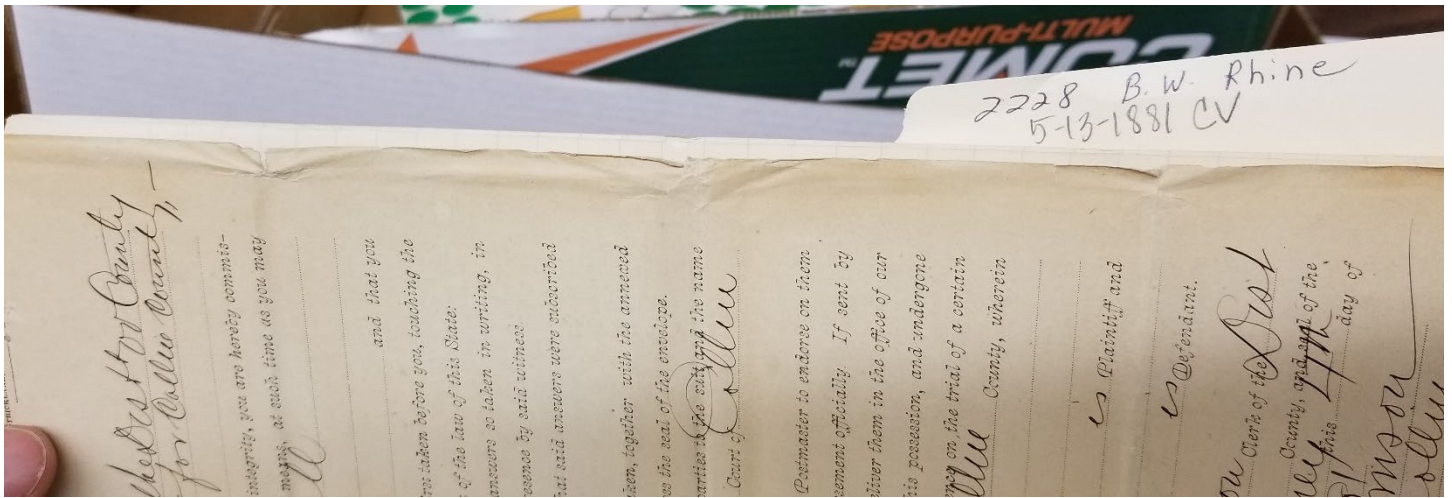
Example of a brittle, water damaged document in need of preservation.

Example of brittle, water damaged, and tri-folded document in need of preservation.

Example of brittle, water damaged, and tri-folded document in need of preservation.

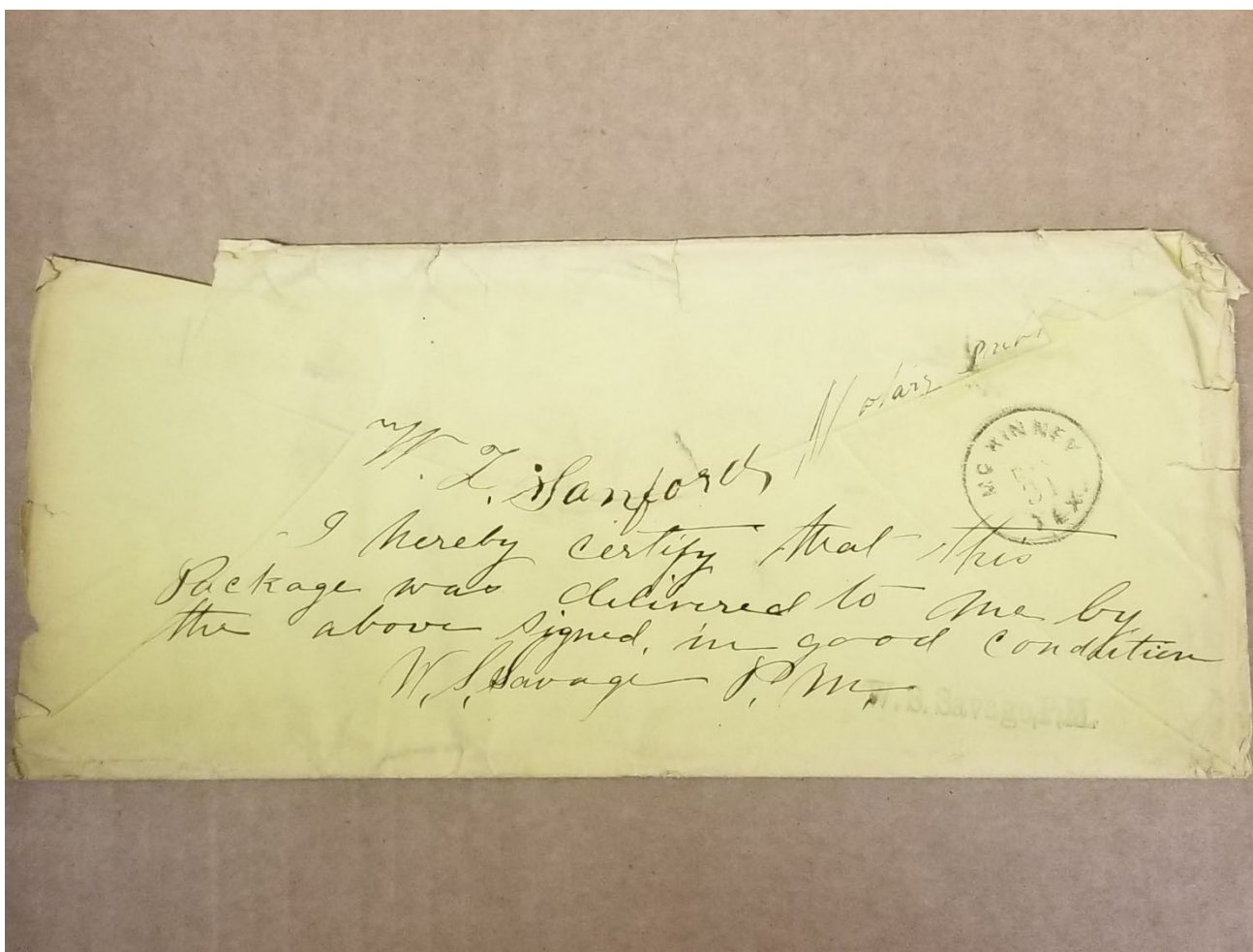
Came to land <sup>the</sup> day 19 May  
1881 and <sup>visited</sup> day of May  
1881 without service  
J & McKinney not found  
in Galien County  
J. W. Harris  
Shirley





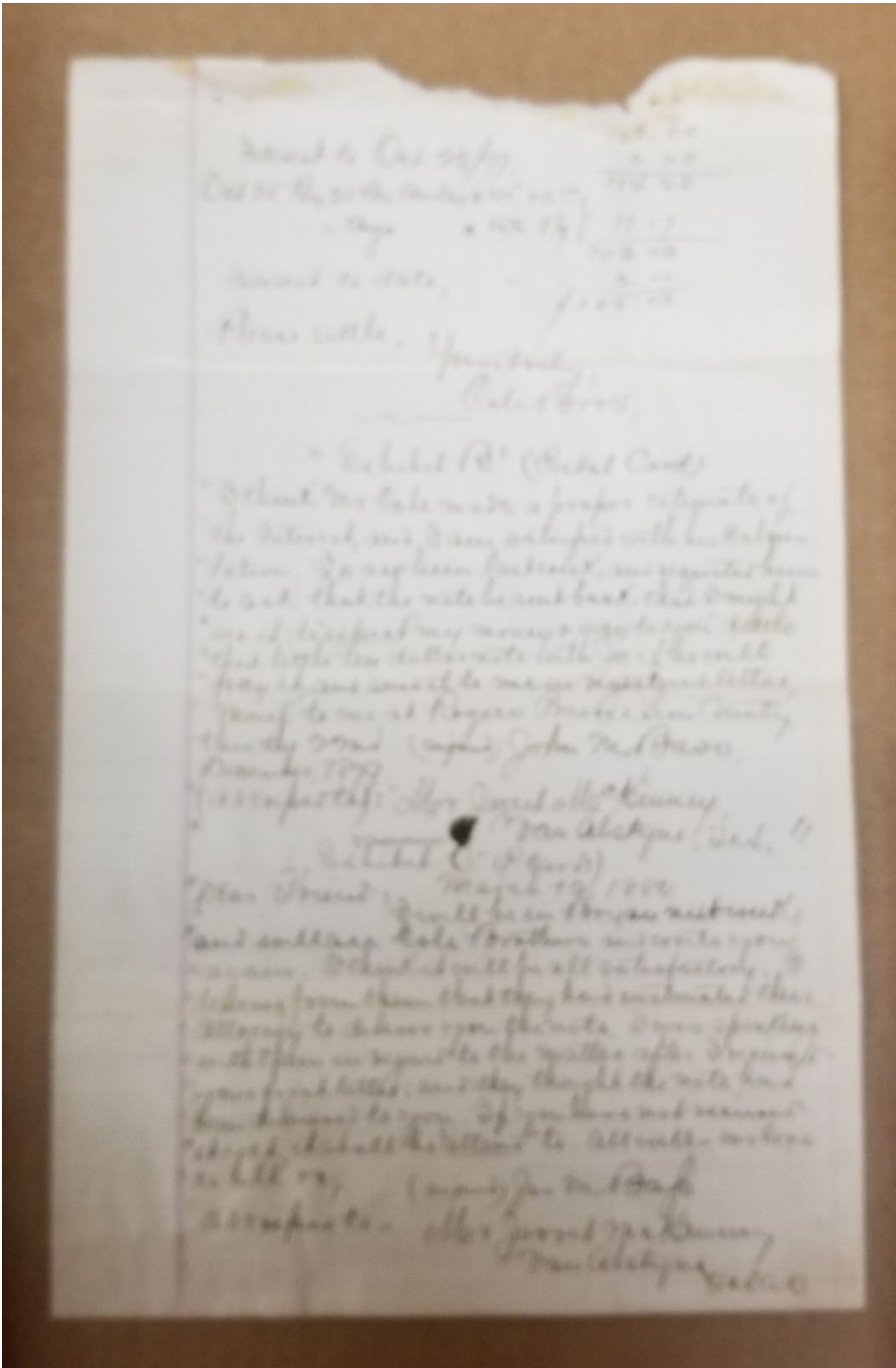
## Historic Document

Example of brittle document in need of preservation.



## Historic Document

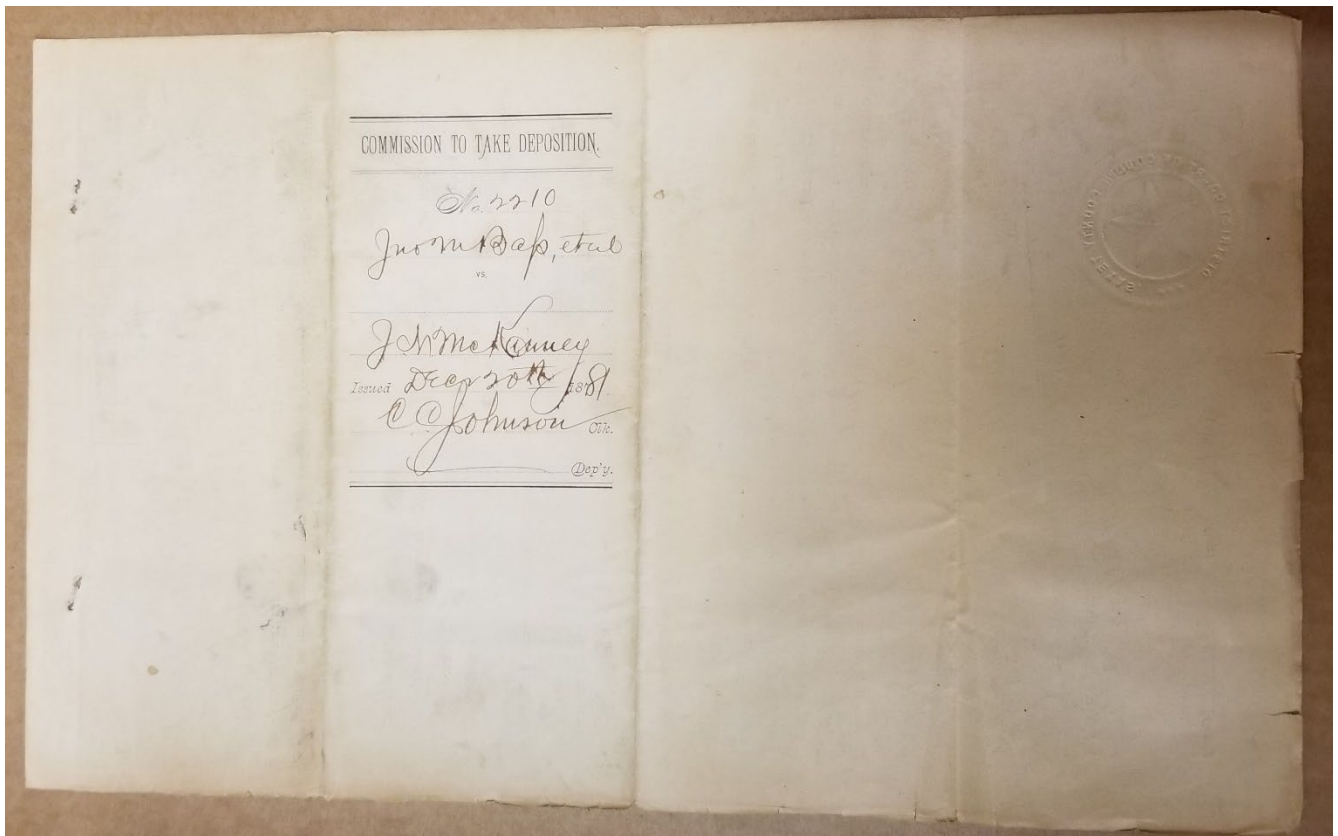
Example of brittle document in need of preservation.



# Historic document

Example of brittle, water damaged document in need of preservation.





## Historic Document

Example of brittle, tri-folded document in need of storage.



## Historic Documents in storage

Storage area where historic documents are stored in boxes. These are the historic case files that are awaiting preservation.



May 7, 2018

Honorable Lynne Finley  
Collin County District Clerk  
2100 Bloomdale Road, Suite 12132  
McKinney, TX 75071

RE: Preservation of Criminal and Civil Case Files Boxes 24B-32: Phases E & F

Dear Hon. Lynne Finley,

This proposal addresses the preservation of Collin County District Clerks' Criminal and Civil Case Files Boxes 25-32, dating 1875-1880. Previously, Boxes 1-13, dating from sovereignty to 1872, were addressed in 2015 (Phases A and B), and Boxes 14-24A, dating from 1871-1875, were addressed in 2016 (Phases C and D). Preservation services include conservation treatments, poly tabs, and rehousing in *Disaster Safe County Binders™* (DSB). In addition, these new phases also units of *4Post™* Shelving. This proposal is presented by Kofile Technologies, Inc. (Kofile).

#### PROJECT OVERVIEW

To purchase via Kofile's GSA contract, then please reference GSA Contract No. **GS-35F-275AA** on the County's Purchase Order.

COLLIN COUNTY DISTRICT CLERK PRESERVATION OF CRIMINAL & CIVIL CASE FILES							
PHASE	BOX NO.	DATE	APPROX. PAGE COUNT	LEVEL OF SERVICE	STORAGE SOLUTION	ESTIMATED PRICE QUOTE	ESTIMATED PHASE TOTAL
Phase E	24B	1875	1,000	Preserve	4Post™ Shelving	\$6,140.45	\$98,247.15
	25	1875-1876	3,000	Preserve	4Post™ Shelving	\$18,421.34	
	26	1876-1877	3,000	Preserve	4Post™ Shelving	\$18,421.34	
	27	1877	3,000	Preserve	4Post™ Shelving	\$18,421.34	
	28	1878	3,000	Preserve	4Post™ Shelving	\$18,421.34	
	29	1878-1879	3,000	Preserve	4Post™ Shelving	\$18,421.34	
Phase F	30	1879	3,000	Preserve	4Post™ Shelving	\$18,421.34	\$55,264.02
	31	1879-1880	3,000	Preserve	4Post™ Shelving	\$18,421.34	
	32	1880	3,000	Preserve	4Post™ Shelving	\$18,421.34	
TOTAL (9 boxes & approx. 25,000 pages)							\$153,511.17

#### COUNTY ACCEPTANCE

☐ Phase E: \$99,698.94 (Boxes 24B-29)

☐ Phase F: \$56,080.65 (Boxes 30-32)

\_\_\_\_\_  
Signature/Title of County Representative

\_\_\_\_\_  
Date

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
P: 214/351.4800 F: 214/442.6669 WWW.KOFILE.US

Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

These case files are prepped, flat in file folders, and arranged by date (not case number). Sheets measure 14" x 8½", and the collection is in fair condition. All records pertain to the 199th District Court.

These files will receive the following services as appropriate. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this log.

#### *(PRV) Preservation*

- **Clean.** Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- **Conserve.** Remove and reduce non-archival repairs, adhesives, and fasteners to the furthest extent possible without causing damage to paper and inks.
- **Mend.** Mend with acid-free and reversible materials, such as Japanese tissue and methyl cellulose adhesive, or Filmoplast® R (acrylic-based, heat set tissue).
- **Stabilize.** Deacidify sheets after careful testing with Bookkeepers® to neutralize ink and paper by providing an alkalize reserve. This chemical is inert and safe, and does not degrade sheets. Random testing ensures an 8.5 pH with a  $\pm .5$  deviation.
- **Protect.** Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™ composed of SKC Films, Skyroll SH72S® Mylar. The pockets are punched on the binding edge for the post binder.
- **Bind.** Bind in custom, imitation leather Disaster Safe County Binders™ (DSB)—each manufactured on a per-book basis and sized to ¼" incremental capacities. DSBs include customized imprinting and a County seal. Approximately 320 pages are cased in each volume. Poly tabs are placed between Cases. *Original shuck envelopes are preserved for return. Each is photocopied to save space in the returning files.*
- **Document.** A dedication and treatment report is included in the binders.
- **Quality Control.** Final quality check with reference to original log.
- **Archival Shelving.** Rehouse in custom 4Post™ Shelving units (85¼" x 20" x 36"). Each unit holds approximately 50 DSBs.



## PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is **GSA Schedule 70 Contract No. GS-35F-275AA**. Collin County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.
- ▶ It is entirely voluntary.
- ▶ The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.

To purchase from GSA, you only need follow Collin County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

GSA line items are billed per hourly charges for the work performed:

GSA LINE ITEMS				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS005	Graphic Artist I <i>(Physical/Digital Restoration)</i>	\$65.00/Hour	527.6334	\$34,296.17
TCS006	Graphic Artist II <i>(Physical/Digital Restoration)</i>	\$75.00/Hour	521	\$39,075.00
TCS007	Information Assurance Engineer I	\$65.00/Hour	521	\$33,865.00
TCS008	Information Assurance Engineer II	\$75.00/Hour	521	\$39,075.00
TCS010	Project Manager	\$180.00/Hour	40	\$7,200.00
TCS011	Software Programmer	\$205.00/Hour	4	\$816.00
TOTAL				\$153,511.17

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions. We look forward to serving Collin County.

Sincerely,  
*Miriam Gray*  
Miriam Gray  
Account Manager

cec

THE STATE OF TEXAS

COUNTY OF COLLIN

**Subject:** Acceptance, FY 2018 Preservation, Restoration and Records Archive Plan – District Clerk

On **September 11, 2017**, the Commissioners Court of Collin County, Texas, met in **regular session** with the following members present and participating, to wit:

Keith Self  
Susan Fletcher  
Cheryl Williams  
Chris Hill  
Duncan Webb


Not Present

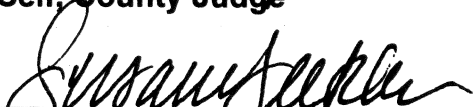
County Judge, Presiding  
Commissioner, Precinct 1  
Commissioner, Precinct 2  
Commissioner, Precinct 3  
Commissioner, Precinct 4

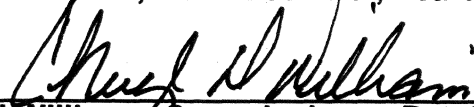
During such session the court considered a request for approval to accept the FY 2018 Preservation, Restoration and Records Archive Plan.

Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval to accept the FY 2018 Preservation, Restoration and Records Archive Plan. Same is hereby approved in accordance with the attached documentation.



  
Keith Self, County Judge

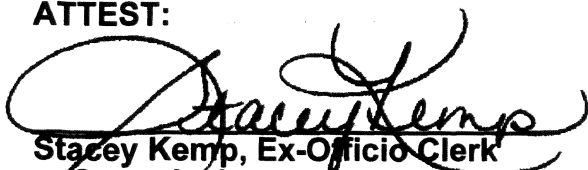
  
Susan Fletcher, Commissioner, Pct. 1

  
Cheryl Williams, Commissioner, Pct. 2

  
Chris Hill, Commissioner, Pct. 3

Not Present  
Duncan Webb, Commissioner, Pct. 4

ATTEST:

  
Stacey Kemp, Ex-Officio Clerk  
Commissioners Court  
Collin County, T E X A S

# **COLLIN COUNTY DISTRICT CLERK**

**Lynne Finley**

## **FY'18 Preservation, Restoration and Records Archive Plan**

### **Purpose**

The purpose of this document is to define the FY'18 plans for the restoration and preservation of records maintained by the Collin County District Clerk's Office. In general, the State Library and Archives Commission requires **permanent retention** of all case papers and trial dockets dated prior to 1950, *and* "case papers from any period that, because of notoriety or significance, might possess enduring value." In addition, certain court documents after 1950 are required to be retained permanently, or for specific periods of time. It is the intent of the District Clerk to follow the guidelines set forth by the Texas State Library and Archives Commission as they relate to records in the District Clerk's office. This document addresses the restoration and preservation needs of the Collin County District Clerk's records archive only, no other departments are addressed.

### **Funding**

The Texas Legislature has provided a means to raise revenue for records management and preservation of court records. Records preservation and restoration efforts are funded by the collection of fees added to specific types of cases filed in the District Clerk's Office as found in the Texas Government Code Sections 51.305 (District Court Records Technology Fee) and 51.317(b)(4)(c) (Records Management Fee). These fees are "user" fees and are an alternative to raising taxes or spending from the general fund. The fee amounts are approved by the Collin County Commissioners' Court, and itemized as part of the County's annual budget. The funds generated from the collection of these fees are used, as mandated, for preservation and restoration services performed in connection with maintaining the District Court archives.

### **Historically Significant Records**

In FY'12 and FY'13, funding was used to professionally preserve and restore 59 historical books for use by generations to come. These restored treasures include Collin County District Court Civil Minutes and Index books dating from 1845-1952, and Criminal Court Minutes and Index books dating from 1845-1960.

In FY'15, funding was used to restore the oldest case files which are on permanent retention. Criminal and civil case files dating from 1845-1871, which had been stored in boxes and file folders were showing significant deterioration. These case files were professionally preserved and placed in 77 disaster safe books.

In FY'17, criminal and civil case files dating between 1872-1875 were professionally preserved, digitized and placed in disaster safe books. In addition, the District Clerk's office, with the assistance of a temporary employee, scanned over 650,000 pages of paper case files from 2000-2010 into the case management system, allowing for employees and the public to retrieve documents in a digital format.

### **FY'18 Funding**

The process to restore and preserve documents maintained by the Collin County District Clerk's

office is an ongoing project as records continue to age and deteriorate. In FY'18, the District Clerk's office will continue the preservation of our oldest court records which are on permanent retention and are deteriorating. Contingent upon the availability of funding, the criminal and civil case files dating between 1876-1880 will be professionally preserved, digitized and placed in disaster safe books. In addition, the District Clerk's office will continue to scan civil and criminal paper case files from 2000 -2010 into the case management system.



