



Criminal Case File Preservation and Digitization

Collin County Clerk

Prepared for:

Honorable Stacey Kemp, Collin County Clerk

Date: February 4, 2025

Presented by:

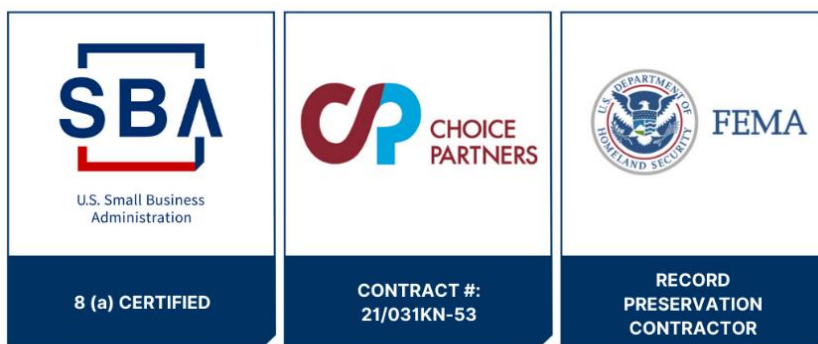
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Professional Services Pricing

Collin County Clerk Criminal Case File Preservation and Digitization			
Services	Unit Price	Estimated Volume	Total
Regular Format Preservation + Scanning + Microfilm	\$6.75	772	\$5,211.00
Archival Record Binder	\$825.00	2	\$1,650.00
Archival Indexing of Case Files	\$2.85	86	\$245.10
Additional Roll of Archival Microfilm 16MM	\$0.05	772	\$38.60
Total Price for Preservation and Digitization			\$7,144.70

Pricing Assumptions and Guidelines

- RDS does not charge to deacidify blank sides of pages.
- RDS will charge for the actual number of pickup/delivery trips, pages, images, and instruments.
- RDS assumes 2 pages per Mylar sleeve.
- Any handwritten or typed information on the back side of a page will constitute its own Mylar sleeve (1 page per sleeve).