



Criminal Case File Preservation and Digitization

Collin County Clerk

Prepared for:
Honorable Stacey Kemp, Collin County Clerk
Date: September 24, 2025

Presented by:
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Change of Scope

During the project, changes to the scope of work were required to ensure proper preservation and long-term usability of criminal case files. Specifically, the introduction of Custom Case File Identification pages with protective sleeves, which resulted in the creation and addition of binders as well, was added to the workflow. Additionally, Collin County discovered additional case file pages to be preserved and captured. These changes created additional and critical steps not originally included in our initial proposal, and in turn increased the number of sleeves and binders required.

- **Additional Case File Pages** - After contract execution and initial pickup, Collin County found an additional 772 pages of Case Files, plus there were an additional 679 pages over the initial estimate for a total of 1451 additional pages. This also resulted in an extra 479 case files to be indexed.
- **Creation of Custom Pages** - Per Collin County request, each case file received a uniquely tailored identification page to further ensure accurate organization and long-term retrieval. This created an additional 7,732 pages.
- **Additional Binders and Tabs** - Due to the increased project volume from the added identification pages, more binders were required to accommodate the materials. Tabs were also added per request to improve navigation and organization of the files.
- **Encapsulation and Sleeving** - Each page was encapsulated in custom archival-quality Mylar sleeves to provide necessary protection against deterioration and handling wear.
- **Tracking** - Every custom identification page required careful tracking to maintain chain of custody and accuracy throughout the digitization process.
- **Additional Labor** - The inclusion of these steps required a significant increase in labor resources. A total of 7,732 custom pages as well as additional binders were created, encapsulated, and tracked, representing a substantial addition to the original project scope.

The combined cost of materials, handling, and the additional labor required for these 7,732 custom pages and additional binders, plus the additional case file pages and indexing accounts for the \$101,673.30 variance from the original project estimate.

While this adjustment was unforeseen at the outset, these changes were necessary to preserve the integrity of the records, improve usability for future access, and ensure the files meet proper archival standards.

Professional Services Pricing

Collin County Clerk Criminal Case File Preservation and Digitization				
Service	Description	Volume	Rate	Total
Case File Preservation/Scanning	Regular Format Preservation & Scanning	1451	\$6.65	\$9,649.15
Case File Indexing	Archival Case file Indexing	479	\$2.85	\$1,365.15
Archival Record Binder (additional)	Custom Binders - Collin County	56	\$825.00	\$46,200.00
Preservation Services II	Mylar, Encapsulation, Case File Sheet Creation, and Tracking (Level II)	7732	\$5.75	\$44,459.00
Total Price				\$101,673.30

*The "Total Price" specified in the matrix above constitutes the full and complete consideration for all goods, services, labor, and deliverables required under this Agreement. Upon payment of the Total Price, all obligations with respect to the project shall be deemed fully performed and satisfied.