



COLLIN COUNTY

Stacey Kemp
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TO: Judge Chris Hill
Commissioner Susan Fletcher
Commissioner Cheryl Williams
Commissioner Darrell Hale
Commissioner Duncan Webb

FROM: Stacey Kemp, County Clerk *SK*

DATE: December 1, 2025

RE: Requesting Consent to Preserve Historical Records using Kofile Technologies, Inc.

In the continuing restoration and preservation of the County Clerk's permanent records, I am requesting court's approval to move forward with the Historical Records Restoration and Preservation Project using Kofile Technologies.

As of date, Kofile Technologies is the only vendor that provides Disaster Safe Binders and Lay-Flat Archival Polyester Pockets. As the Custodian of Records, the County Clerk's office requires those specifications to ensure the office follows the guidelines set forth by the Texas State Library and Archives Commission as related to records.

The documents will be repaired where necessary, cleaned, de-acidified, and digitally imaged, encapsulated in archival quality pockets and placed in Disaster Safe Binders for permanent retention.

The cost for this project will be funded from the County Clerk's Records Archive Fund.