



COLLIN COUNTY

**Stacey Kemp
County Clerk**

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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

DATE: January 21, 2026

RE: Award of Contract 2026-135 Probate Records Management and
Preservation to Kofile Technologies, Inc.

In the continuing restoration and preservation of the County Clerk's permanent records, I am requesting court's approval to award Contract No. 2026-135 to Kofile Technologies, Inc. for scanning and indexing Probate case files.

The documents will be digitally imaged and captured in color, also included will be a proper index which includes the book, volume and page for each image. These digital images will be stored for permanent retention in the County Clerk's repository.

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