



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: August 10, 2026

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

I am requesting court's approval to award preservation contract to Kofile Technologies, Inc. for the restoration and preservation of the County Clerk's various civil books.

As of date, Kofile Technologies is the only vendor that provides Disaster Safe Binders and Lay-Flat Archival Polyester Pockets which are proprietary. The documents will be repaired where necessary, cleaned, de-acidified, digitally imaged and indexed, 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.