

KOFILE TECHNOLOGIES

May 14, 2018

Honorable Donece Gregory
Tyler County Clerk
116 S. Charlton
Woodville, TX 75979

Re: Preservation of Deed Records

Dear Hon. Donece Gregory,

This quote addresses the preservation of eight volumes of Deed Records for the Tyler County Clerk's Office. This collection contains a Good Faith Estimate of 5,120 pages. An additional four volumes will receive replacement binders only. Recommended preservation services for these volumes include conservation, deacidification, mending, encapsulation, rebinding, and archival digitization (including image capture and processing). All services are completed by Kofile Technologies, Inc. (Kofile). All pricing is good for 90 days.

At Kofile, each project is unique and deserves special attention. Preservation can incorporate conservation, treatment, stabilization, preventative care, or digitization—or maintenance or repair. Preservation minimizes chemical and physical deterioration to prolong the existence and useful life of the original format. Oftentimes, this includes removing the original from public access, and creating a security copy.

CONDITION ASSESSMENT

Due to the historical nature of these volumes, they maintain a PERMANENT retention schedule according to Local Schedule CC, Texas State Library & Archives Commission, Aug. 2011. Several volumes are tape stripped. Deterioration and browning of the sheets are also the direct results of a history of use, natural aging, lack of environmental controls, and exposure to UV light.

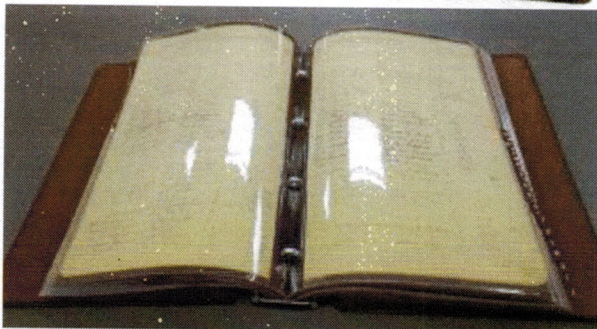
Areas of concern that are common to historical public records volumes include the following pages.

Broken Book Block

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments are abused and susceptible to loss.

Mechanical Damage

A history of everyday use greatly affects



A historical volume from Titus County, Texas, before and after service.

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PROJECT OVERVIEW

Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

TYLER COUNTY CLERK PROJECT PRICE QUOTE						
RECORDS SERIES TITLE	VOLUME	PAGES	CONDITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	G	640	Poor	<i>Transcribed</i>	PRV/IM	\$3,360.00
Deed Record	J	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	K	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	L	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	M	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	N	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	O	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	P	640	Poor	<i>Tape Stripped</i>	PRV/IM	\$4,640.00
Deed Record	86			<i>Broken binder</i>	NB	\$350.00
Deed Record	87			<i>Broken binder</i>	NB	\$350.00
Deed Record	129			<i>Broken binder</i>	NB	\$350.00
Deed Record	150			<i>Loose Pages. Binder may need repair or replacement.</i>	NB*	\$350.00
TOTAL (8 volumes, 5,120 pages, & 4 binders)						\$37,240.00

*Binder with loose pages may need replacement or repair. If binder is not replaced, charges will not apply.

COUNTY ACCEPTANCE

Signature/Title of County Representative

Date

General treatments and services are outlined in the following pages. Services are tailored to the needs of the specific item. A permanent log is created for each volume to record condition, pagination, and treatments. Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

(PRV) Preserve—Conservation Treatments, Deacidification, Encapsulation, & Rebinding

- Dismantle binding of the volumes by hand.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—including dust, soot, airborne particulate, sediment from water damage,

mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.

- Sheets are flattened as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners *to the extent possible without causing damage to paper and inks.*
- **Special Services: Removal of Tape Strips/Sheet Extenders**—Removal is a long and arduous process, each tape strip is carefully lifted from the page. The strength of the adhesive varies from page to page. In some cases, there is more than one sheet extender applied to the page. Particular care must be taken to not rip or tear the sheet during removal. Removal demands physical labor, because the application of heat would lift the film, but not the adhesive residue.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast® R (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify each side of each sheet with Bookkeepers™, a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than $\pm .5$.
- Encapsulate sheets in *Lay Flat Archival Polyester Pockets™*. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the "book block", with a 1¼" margin.
- Re-bind in custom-fitted and stamped *Heritage Recorder* binder. A volume may return split, depending on page count. A dedication/treatment report is included in the binder. Index tabs are repaired or replaced, as necessary.

(IM) Archival Imaging—Image Capture, Clean Up, & Zonal Enhancements)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability. Gray-scale ensures optimum resolution. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- *IMAGE PERFECT*, Kofile's proprietary software, ensures the optimum image quality and uniformity with custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations (Book, Volume, and Page) can be electronically added on the digital image on request.
- Images are named (for the directory file structure) by Book, Volume, and Page.
- Index images receive stitching, if necessary, if entries horizontally span the length of more than one page.
- Each image is certified and sight checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- County receives one MASTER in a suitable medium (e.g., thumb drive, hard drive, DVD, CD).

(NB) New Binder

- Replacement of broken *Heritage Recorder* binder.

Please let us know if you have any questions. We look forward to serving Tyler County and working together for the preservation of its public and historical assets.

Sincerely,

Billy Gerwick

Billy Gerwick

Account Manager

billy.gerwick@kofile.us

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