



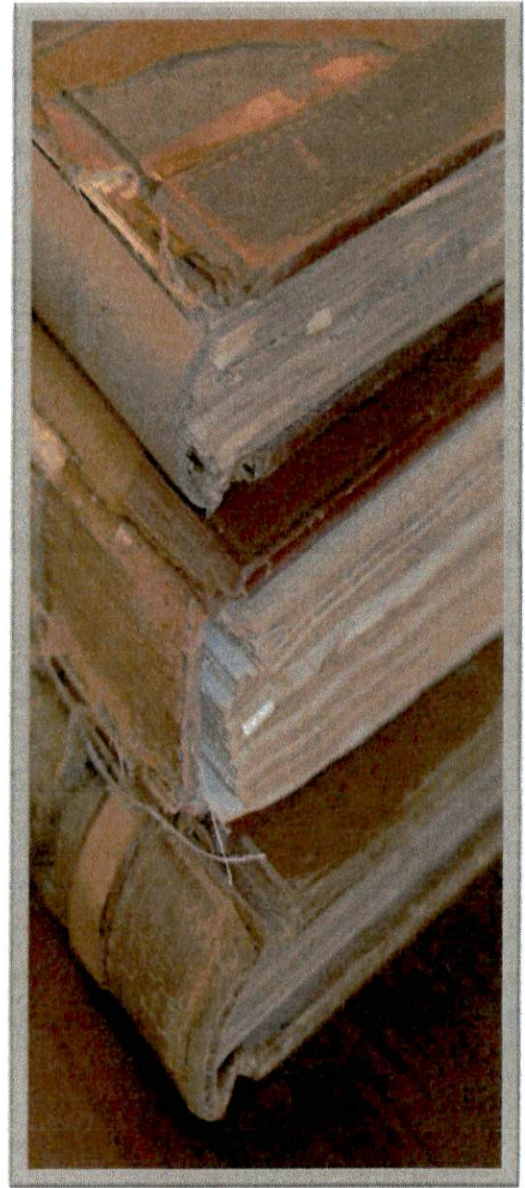
DATA PRESERVATION SOLUTIONS

Capturing History....

Defining the Future

MARRIAGE LICENSE PRESERVATION PROPOSAL

DIR Contract Number - 4038



2020

PREPARED FOR:
DONECE GREGORY
County Clerk
TYLER COUNTY
116 S. Charlton
Woodville, TX 75979

PROPOSAL ISSUED:
08/13/2020

www.datapreservationsolutions.com

ABOUT THE COMPANY

If history were taught in the form of stories, it would never be forgotten.

-- Rudyard Kipling

Data Preservation Solutions (located in Dallas, Texas) is the latest iteration of the Rathe Family legacy of document management businesses that began in Texas as Southern Microfilm Corporation. The family has been providing document imaging and government records management since the 1960s when governments across the county began using microfilm as a means to store official public records. Southern Microfilm Corporation was the initial business, manufacturing one of the first microfilm cameras for County Clerks and Recorders, and lead the way for micrographic services as Photostat and Xerox Copyflo took hold.

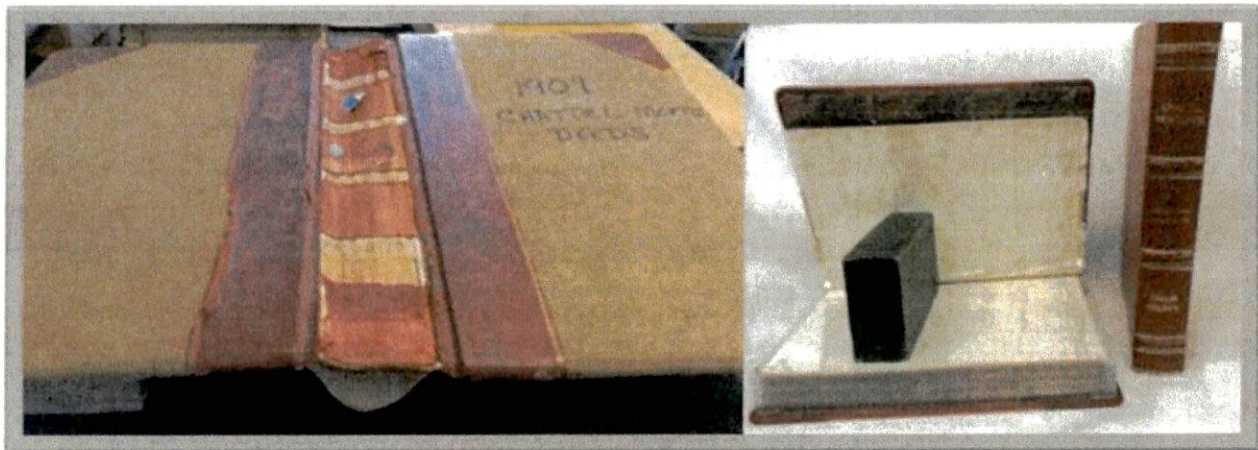
As microfilm was being edged out by digital technology, their understanding of the underlying "old school" imaging became highly coveted. Not only did they know how the equipment worked, they knew and understood the shortcomings of the storage media – from film to shucks to paper – and how to best preserve the data contained therein.

Beginning in 2000, Data Preservation Solutions and its affiliated subsidiaries began building upon their unique knowledge of micrographics and merged digital technology into its service offerings. Today, DPS has the advantage of a comprehensive understanding of historical county recording systems as well as digital based systems.

DPS has grown their service offerings to span a vast array of services and solutions focused on county government, including (but not limited to):

- Document Scanning & Indexing
- Historical Book Preservation
- Microfilm/fiche Scanning, Inspection & Washing
- Land Records Software
- Official Property Records/Vitals/Case Files Conversion
- Property Fraud Alert

Today, DPS has 2 production facilities located in Dallas and Bonham, Texas. Supported by over 40 team members with an average tenure of 21 years in the industry, DPS is dedicated to keeping their partners' operations running as smoothly and efficiently as possible.



Data Preservation Solutions and its subsidiaries have been preserving and restoring books for over 45 years. You can learn more about "The Bindery" by visiting <https://vimeo.com/234053412>

PRESERVATION PROCESS

DETAIL OF PRESERVATION SERVICES

A. Preprocessing Preparation –

- i. Marriage Licenses – Licenses are currently stored as flat pages in stacks and folders. Prior to starting the preservation process described in this section, each license will be organized sequentially in book/page order.

B. Page Mending

- i. Mending tears, cracks, and fragmented sheets with reversible and industry-accepted methods of conservation repair.
- ii. Repairs are accomplished by utilizing archival quality mending tissues and Filmoplast Tape. After applying a thin coat of a special paste to the damaged page, the repair tissue is applied over the tear. Weights are placed over it to be sure it dries flat. In an instance where mending tissue won't work (not all tears can be mended), archival, museum-quality Filmoplast Tape can be utilized. This high-quality tape with water-based adhesives is pH-neutral, non-yellowing and will not deteriorate over time.



C. De-acidification

- i. After testing for compatibility, all sheets are de-acidified using a commercially prepared solution, which is approved and used by the Library of Congress. DPS recommends the Bookkeeper's De-acidification process, a widely used and accepted process. After the de-acidification process, documents are randomly tested to ensure a pH of 8.5.

D. Conversion

- i. Color and Bi-Tonal Images
 1. Pages will be carefully scanned (converted to digital images) per County requirements.
 2. DPS will use document capture hardware and software specifically designed to capture and process County government records images/pages.
 3. DPS will scan all media at 300 dpi and provide images/pages in grayscale and color (where necessary) JPEG and bitonal .tif format.
 4. JPEG images will provide an exact digital backup of the data contained within the images/pages, and .tiff images will provide superior performance in the imaging system.
 5. DPS will deliver all images per the County's specifications as Group IV .tif or PDFs.
- ii. Auto-Image Clean-Up
 1. DPS will work with the County to establish agreed-upon image clean-up standards and services.
 2. DPS will provide auto-image cropping for 100% of images/pages scanned.
 3. DPS will provide auto de-skew for 100% of the images scanned.
 4. DPS will identify record images that will present special image challenges and excessive inferior quality images

PRESERVATION PROCESS

E. Encapsulation

- i. All sheets are encapsulated in custom sized Melinex® 516 archival polyester pockets. The inherent static cling of Melinex® 516 polyester provides physical support, along with protection from atmospheric pollutants and daily public use.
- ii. Sleeves closed on 3 sides with the binding side remaining open for access and airflow.

F. Binding

- i. New sleeves will be placed into 2 ¾ inch (internal dimension) binders (binders created to County specifications – detail to follow).
- ii. The encapsulated documents will be assembled into their designated replacement binder. DPS manufactures all of its binders in-house, on a per book basis, to size on 1/4" incremental capacities. All volumes are manufactured from archival materials and 316 stainless steel mechanisms. Each binder offers choice of cover materials with gold or silver imprint.
- iii. Binder spine will be leather and binder front and back boards will be imitation leather for durability. Lettering on spine and cover will be gold.
- iv. DPS will include a commemorative page at the beginning of the book.

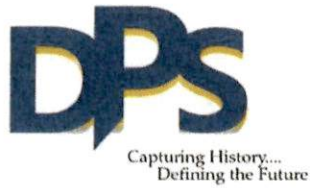
G. Indexing

- i. Marriage Licenses will be indexed bride and groom name including first name, middle name, last name. Indexing will also include volume/page or date of marriage.

H. Deliverables

- i. Finished books will be delivered in monthly batches.
- ii. The first Marriage License volume will include at the beginning of the book a printed and sleeved alphabetical list based on the last name of the bride and groom. The list will also include the volume/page or date of marriage across from the name.
- iii. Digital images and indexes will be delivered at the end of the project.
 1. Delivered via USB drives.

INVENTORY & BUDGET PROPOSAL



Tyler County Clerk

Marriage License Preservation

Date: 8-13-2020

Book Type	Typed or Script	Vol #	Binding	Est. Marriage Licenses	Size	Price per Page	Estimated Total	Notes
								Preserve, scan, index and book bind. Licenses are grouped by volume. Index bride and groom first, middle and last name plus volume/page or marriage date. Print and sleeve in first book to support look-up.
Marriage Licenses	Both	1 to 9	Flat Files	4,170	up to 14 x 10	\$ 5.82	\$24,269.40	Sleeve license back to back.

Project Notes:

1. Actual page counts will be verified when cases are received and inventoried by DPS. Project invoicing will be for the actual number of pages processed and delivered.
2. Marriage License indexing will include bride and groom first, middle and last name and an option for volume/page or date of marriage.
3. A printed and sleeved alphabetical list based on the last name of the bride and groom will be included in the first volume. The list will also include the volume/page or date of marriage across from the name.
4. Finished books will include the county seal on the front cover and bordering around the front and back covers that is an equal distance from the edges of the cover. The name and title of the County Clerk will be located under the county seal. Binding decoration will utilize the "rope" style shown with the sample book reviewed with the County. The book covering will be Maroon Spania. The interior of the front and back covers will be a marble style. A dedication page will be included at the front of each book.

THE TIMELINE

PROJECT TIMELINE:

Overall project duration will be affected by total volumes requested for processing.

- A. **Box Pick-Up:** Pick-Up will be scheduled with 48 hours of notification of release of case files. Pick-up will happen within 5 workdays of notification.
- B. **Receipt and Inventory:** Marriage Licenses will be inventoried and checked-in within 4 hours of arrival at our Irving, TX production facility location.
- C. **Evaluation:** The contents of each case file will be evaluated to confirm contents match SOW profile requirements.
 - i. Any items identified as “non-compliant” will be documented and the DPS Project Manager (PM) will be notified immediately.
 - ii. The DPS PM will contact the appropriate DPS project stake holders and County stake holders. Determination for “non-compliant” records will be case-by-case and not included within this standardized timeline.
- D. **Preservation Processing:**
 - i. The DPS PM will coordinate a delivery schedule with the county that complies with the County Clerk’s authorized fiscal budget.
 - ii. Processing time be according to a monthly schedule agreed to with the County Clerk that maximizes delivery and the County Clerks authorized budget.
- E. **Batch Delivery:**
 - i. Monthly but according to the plan agreed to with the County Clerk and within the limits of the authorized fiscal year budget.



TERMS, CONDITIONS & SIGNATURES



The entirety of all books created, digital images created, and indexes created during this project are the exclusive property of Tyler County, Texas. DPS will not retain a copy of, sell, or give away any digital images or indexes processed for the project described in this proposal.

This agreement is not effective until executed by all parties.

For the Tyler County Clerk

Authorized Signature:

Printed Name:

Donece Gregory

Company:

Tyler County Clerk

Date:

February 8, 2021

For Data Preservation Solutions:

Authorized Signature:

Printed Name:

Company:

Date:
