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YOUR COMPLETE SOLUTION FOR RECORDS PRESERVATION & MANAGEMENT



HONORABLE MARGIE RAMIREZ IBARRA  
WEBB COUNTY CLERK  
LAREDO, TEXAS

## PRESERVATION OF THE RECORDS ARCHIVE

FEBRUARY 8, 2016—REVISED MAY 13, 2016

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# EXECUTIVE SUMMARY

WEBB COUNTY CLERK  
PRESERVATION OF THE RECORDS ARCHIVE

## PROJECT OVERVIEW

The proposal addresses the preservation, archival digitization, security microfilm backups, and housing of permanent retention records in the Webb County Clerk's archive. Kofile Preservation, Inc. n/k/a Kofile Technologies, Inc. (Kofile), will address all of the necessary services for these assets. The project inventory includes:

- ▶ 6 boxes of shuck Commissioners' Court Minutes Case Files (approx. 24,900 pages)
- ▶ 37 drawers of shucked and loose Commissioners' Court Minutes Case Files (approx. 37,050 pages)

**Kofile proposes a unique solution that no other vendor can offer.** This project addresses the preservation, long-term management, and digital access of this collection. Preservation insures the survival of **source originals** for the application of future technologies.

Kofile has revolutionized the preservation industry with efficient archival products designed specifically for local governments. Kofile's services and products assist archives by providing superior solutions to common records management issues. Each exclusive

*Kofile's unique archival products and their exclusive U.S. Patent statuses are the results of years of research, testing, development, and expertise.*

*Following this combination of conservation science and physical preservation, the returned assets are chemically stable for 300—500 years.*

product is the result of our Made-in-America ingenuity — made possible by the sacrifices and vision of the immigrants and pioneers represented in the County's collection.

Kofile is the only developer and manufacturer of the *Lay-Flat Archival Polyester Pocket™* and *Disaster Safe County Binder™* (DSB). Kofile owns the patent on the *Lay-Flat Archival Polyester Pocket™* and possesses patent-pending status on the DSB. No other company can offer the DSB.

Treatments of the original source include cleaning, flattening, deacidification, and mending. Volumes are encapsulated and bound into DSBs. With encapsulation many volumes are split, which doubles the number of binders. This is resolved by custom archival shelving.

Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access. Many of Kofile's projects involve re-imaging collections that low-bid vendors had already imaged. Kofile's imaging standard operating procedures were designed and implemented with the input of professional paper conservators.

Kofile's professional services, proprietary technology, and patented materials provide the constituents of the Webb

*With the DSB, a polyester foam insert ensures physical support to the book block. Encapsulation allows documents to hang from the binder's posts.*



**KOFILE** TECHNOLOGIES

County with a true cost-savings. Kofile takes pride in "off-the-shelf and on-the-shelf" service. Kofile's headquarters and conservation lab is located in Dallas, Tex., and there is a lab in San Antonio, Tex. Catherine 'Cathy' Drolet and Scott Fausto, Account Managers, will handle all communication and ensure the project is completed on schedule. The County Clerk is assured of quality service above-and-beyond expectations.

## PROJECT GOALS

- ✓ Eliminate/reduce manual searches
- ✓ Expedite searches with more records available for electronic retrieval
- ✓ Protect originals by reducing daily use
- ✓ Introduce archival binders for the long-term storage of originals

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## PROJECT UNDERSTANDING

*Records document and verify our existence—their survival is essential to protecting life, liberty, and property. No one wants to hear, "I'm sorry, but those pages were stolen, lost, destroyed, or are inaccessible." Historical records are lost without a proactive plan to maintain and preserve them.*

Book and paper preservation protects indispensable records for hundreds of years. Preservation minimizes the chemical and physical deterioration of the page and prevents text loss. Its goal is to prolong the existence and useful life of the original. Oftentimes, this includes preserving and removing the original from public access and creating a security copy.

Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair of the resource to stabilize it or protect it from further deterioration. Treatment of the original source includes cleaning, flattening, deacidification, and mending.



*This 1828-1829 Spanish document records a property exchange. It suffered from iron gall ink burn. Even with the greatest of care and handling, the risk of losing fragile pieces of text and further compromise integrity is high.*

Records stewards are faced with an insurmountable task—the responsibility to ensure the physical protection of collections and to maintain access to critical data. Even if the records are fragile, extremely brittle, and lack microfilm (analog) security copies, access is often necessary.

Many factors threaten the permanence of historical assets. Records are composed of organic materials, such as paper, cloth, leather, paste, and glue. These components are hygroscopic (readily absorbing and retaining moisture). Unmonitored environmental

conditions will compromise the life span of a permanent and/or historical record.

Records also deteriorate as a result of handling, which damages bindings and pages; acidic inks such as iron gall ink, which "eats through" paper; and improper storage methods, which threaten the structural integrity of the volumes. Another factor is the introduction of bleaching agents or acidic-sizing agents into the wood pulp paper-making process as a way to brighten paper. Now, years and decades later, acidic, dull yellows replace the bright white. These properties encase the assets in an acidic time bomb.

Kofile provides the professional conservation skills and resources. We form enduring relationships with our customers and remain loyal to each project.

### DEACIDIFICATION (ALKALIZATION)

The addition of a finely divided alkaline material to paper fibers. The addition of an alkaline buffer is approved for use on papers that would otherwise deteriorate because of their tendency to produce acid, or for acidic papers that cannot be washed.

*AIC Definitions of Conservation Terminology, Directory of the American Institute for Conservation of Historic & Artistic Works (AIC).*

### WHAT THIS MEANS TO WEBB COUNTY

If the paper does not have acid-free components, the chemicals deteriorating within the paper fibers and materials cause deterioration of bindings and pages. Over time, these papers become increasingly acidic. This breakdown is evident in yellowing or browning paper. In addition, the paper becomes brittle and loses its resistance to folds. Deacidification will halt this process.

Most are familiar with the experience of handling of an old book—the binding is worn; the pages are brittle and yellowed; and it emits a slight odor. As the years pass, handling grows more difficult and the book visibly ages. The aging can be halted through conservation. While a fraction of damage to the books is due to handling, the major culprit is the acid in the paper fibers. This is accomplished through deacidification.



Dating to the 1840s, these files document a Texas county's legal history. The document pictured left had a tintype and an official seal attached to it. It chronicles a series of correspondence between Brazoria County and the Kingdom of Sweden. Following conservation and imaging, the documents were encapsulated and bound for return.



# RECORDS ASSESSMENT

WEBB COUNTY CLERK  
PRESERVATION OF THE RECORDS ARCHIVE

This proposal addresses the repository of historical and permanent assets of the Webb County Clerk's Office. Many volumes, documents, and plats in this collection are historical and some date to the 1800s. Kofile inventoried all records on-site in three assessments: February 2014, December 2015, and January 2016. Supplementary photographs were taken April 2016. Assessors included Joe Marotti, Nan Marotti, Chris Marotti, Eugene Sisneros, and Scott Fausto.

## RETENTION SCHEDULE

Historical and archival government records have permanent retention schedules. Due to the historical nature of this collection, it maintains a PERMANENT retention schedule according to *Local Schedule CC*, Texas State Library and Archives Commission, August 14, 2011. Although certain records are retained for fixed periods before destruction, the records designated for this project are of permanent value.

## PHOTOGRAPHIC DOCUMENTATION & AREAS OF CONCERN

Many factors threaten the permanence of these assets. These items are in poor condition. Documents are typescript and manuscript—or handwritten. Some sheets suffer from iron gall ink burn, and are very brittle and yellowed. Deterioration is the result of natural aging, a history of use, lack of environmental controls, and UV light exposure. **Other areas of concern are documented following.**

### *Mechanical Damage and a History of Use*

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of human hands. Exposure leaves sheets susceptible to damage and loss even with careful use. Many sheets suffer from mechanical damage and are dirty, brittle, and torn. Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use.

Eventually, tabs and sheet fragments are lost. Immediate attention is often required.

Unsanitary conditions also affect paper. Any archive environment should allow no trash, food, drinks, plants, tobacco products, wooden furniture, or ink pens near the archives. Carefully monitor the surrounding environment for insect or rodent presence. Dirt and other pollutants can serve as ignition sources and weaken exposed paper.





### Acidic Paper

In the past, papermaking processes utilized bleach to whiten sheets. In time, this paper becomes acidic—evident by brittle and discolored paper (yellowing or browning). Paper also brittles when relative humidity (RH) drops too low or fluctuates.

### Acidic Ink

Acidic inks can “eat” or “burn” through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks also fade with exposure to UV light. Historically, iron gall inks were standardly used by clerks. These inks contain sulfuric acid, which fades with time. With proper treatments, chemical breakdowns (e.g., acid hydrolysis) are remedied.

### Non-Archival Materials

The off gasses of deteriorating metals contribute to paper's chemical breakdown. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (e.g., binder clips, paper clips, and staples). Off gasses eventually destroy the volume's structural integrity. Another symptom of metal oxidation is *foxing* (foxlike, reddish and brown stains or blotches on the paper).





### *Improper Storage Methods*

With careful testing and observation, archivists have concluded that many formerly acceptable practices cause more damage than realized. Anyone stepping into a courthouse can see the effects of antiquated filing and storage methods.

Pigeon files or shuck cabinets (colloquial names) required records to be tri-folded. This storage method was judged destructive over 75 years ago. Pigeon file drawers or “cans” pull out for access to the housed instruments. This sliding function shreds fragile documents, while the tri-folded state weakens paper strength.

Even with careful handling, exposed fragments become fragile and worn.





# PROJECT INVENTORY & PRICING

WEBB COUNTY CLERK  
PRESERVATION OF THE RECORDS ARCHIVE

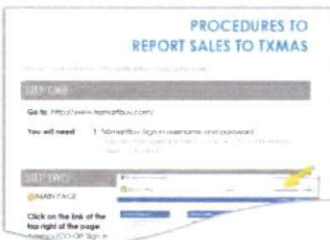
## PRICING OVERVIEW

Please reference TXMAS Contract number **TXMAS-13-36010**, Kofile Technologies, Inc., when processing your order. Prices are good for 90 days from the date of the quote.

WEBB COUNTY CLERK PROJECT OVERVIEW					
RECORDS SERIES TITLE	DATE	QTY.	PAGE COUNT	LEVEL OF SERVICE	PRICE QUOTE
Commissioners Court Minutes	Misc.	6 boxes shuck case files	24,900	PRV/IM/MM	\$560,314.55
	1891-1941	37 shuck drawers/loose documents	37,050		
TOTAL					\$560,314.55

Without a signed contract, prices are good for 90 days. Kofile, at its discretion, will complete work ahead of payment schedule as needed to maintain workflow efficiency. Contract total is to be paid in one year from the date of County Acceptance or as soon as work is performed.

COUNTY ACCEPTANCE	
_____	_____
<i>County Judge, Webb County</i>	<i>Date</i>
_____	_____
<i>County Attorney, Webb County</i>	<i>Date</i>
_____	_____
<i>County Clerk, Webb County</i>	<i>Date</i>



Per the Texas Comptroller of Public Accounts (CPA), upon purchase, Webb County reports the order online on the TxSmartBuy System at <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>. Attached are instructions for this reporting process (see excerpted to the right). **Please reference Kofile's TXMAS Contract No. TXMAS-13-36010 on Webb County's internal Purchase Order. Webb County's TXMAS CO-OP Listing:**

CO-OP #	C2400
Contact	Raul Salazar, <a href="mailto:rsalazar@webbcountytx.gov">rsalazar@webbcountytx.gov</a>
Expiration	1-APR-2016—PLEASE RENEW

KOFILE TECHNOLOGIES

TXMAS billing line items include (please see the following pages for itemized pricing). Please note that TXMAS line items are calculated on average costs and are not indicative of the cost of any one item. Itemized pricing is detailed on the following pages.

PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	PRICE
PRV201	96272	Preservation of Historical Tri-Fold Case File	\$2,933.58403/ Book	191*	\$560,314.55

\*Book quantity is determined based on page counts of 325 pages/volume.

*Records will receive the following services as identified. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this original log sheet. 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) Preservation (Conservation Treatments, Encapsulation, Rebinding, and Archival Storage Solution)*

- Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- Remove non-archival repairs or fasteners, such as residual glues, to the furthest extent possible without causing damage to paper and inks.
- Mend tears with acid free and reversible materials, such as Japanese tissue or archival acrylic based and reversible heat set tissue such as Filmoplast®.
- Deacidify sheets after careful testing with magnesium oxide to neutralize acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than ± .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™ composed of SKC Films, Skyroll SH72S® Mylar.
- Rebind in a custom-fitted and stamped Disaster Safe County Binder™ (DSB). A dedication and treatment report is included in the binder. Any index tabs are repaired or replaced, as necessary.
- **Rehouse in five 4Post™ Shelving Units (85¼"H x 20"D x 36"W with five shelves each).**

*(IM) Archival Imaging (Image Capture, Clean Up, and 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.
- Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are electronically added on the re-created image.
- Images are indexed by term and grouped (stapled) together to form documents. Case images may be indexed by case number and grouped together by case.
- When multiple documents exist on a single page, images are split so that each document is viewable individually.
- Each image is certified and sight checked. Effectiveness and minimum legibility are verified through rigorous and systematic quality control.
- The County receives one MASTER COPY DVD or CD, and one COPY.

(MM) Microfilm

- Create archival 16 mm microfilm as a security backup.
- Microfilm produced from this project will be stored at the Kofile Dallas facility. Microfilm storage is included at no additional cost as long as the County is engaged in a contract or not more than two years has passed since the County has been engaged in contract work. After two years, Kofile reserves the option to propose cost for continued storage or the County has the option to take possession of microfilm.

PROJECT INVENTORY & ITEMIZED PRICING

KEY (Sheet) Format  
TF Tri-Fold

WEBB COUNTY CLERK PROJECT INVENTORY & ITEMIZED PRICING					
RECORDS SERIES TITLE	DATE	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Commissioners Court Minutes	various (5 boxes)	22,500	TF/Box	PRV/IM/MM	\$203,527.83
Commissioners Court Minutes	various (1 long box)	2,400	TF/Box	PRV/IM/MM	\$21,709.64
Commissioners Court Minutes	1891	300	TF/Loose	PRV/IM/MM	\$2,713.70
Commissioners Court Minutes	1891-1892	1,000	TF/Drawer	PRV/IM/MM	\$9,045.68
Commissioners Court Minutes	1893-1894	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1899	200	TF/Loose	PRV/IM/MM	\$1,809.14
Commissioners Court Minutes	1900	200	TF/Loose	PRV/IM/MM	\$1,809.14
Commissioners Court Minutes	1901	100	TF/Loose	PRV/IM/MM	\$904.57
Commissioners Court Minutes	1902	250	TF/Loose	PRV/IM/MM	\$2,260.91
Commissioners Court Minutes	1903	100	TF/Loose	PRV/IM/MM	\$904.57
Commissioners Court Minutes	1904-1905	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1906-1907	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1908-1909	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1910	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1911-1912	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1912-1913	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1913-1914	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1915-1916	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1916-1917	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1917	400	TF/Drawer	PRV/IM/MM	\$3,618.27

PROJECT INVENTORY & ITEMIZED PRICING, <i>cont'd.</i>					
RECORDS SERIES TITLE	DATE	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Commissioners Court Minutes	1918-1919	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1919-1921	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1920	1,300	TF/Drawer	PRV/IM/MM	\$11,759.39
Commissioners Court Minutes	1920-1921	1,300	TF/Drawer	PRV/IM/MM	\$11,759.39
Commissioners Court Minutes	1921, 1937	500	TF/Loose	PRV/IM/MM	\$4,522.84
Commissioners Court Minutes	1922	1,300	TF/Drawer	PRV/IM/MM	\$11,759.39
Commissioners Court Minutes	1922	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1923	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1923-1927	1,100	TF/Drawer	PRV/IM/MM	\$9,950.25
Commissioners Court Minutes	1926-1927	1,300	TF/Drawer	PRV/IM/MM	\$11,759.39
Commissioners Court Minutes	1923-1928	1,100	TF/Drawer	PRV/IM/MM	\$9,950.25
Commissioners Court Minutes	1928	1,200	TF/Drawer	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1929	1,300	TF/Drawer	PRV/IM/MM	\$11,756.34
Commissioners Court Minutes	1937	1,200	TF	PRV/IM/MM	\$10,854.82
Commissioners Court Minutes	1937-1938	1,100	TF	PRV/IM/MM	\$9,939.08
Commissioners Court Minutes	1938-1939	1,300	TF	PRV/IM/MM	\$11,746.19
Commissioners Court Minutes	1940-1941	1,200	TF	PRV/IM/MM	\$10,842.64
Commissioners Court Minutes	1940	1,300	TF	PRV/IM/MM	\$11,746.19
Commissioners Court Minutes	1941	1,200	TF	PRV/IM/MM	\$10,842.64