

March 21, 2024

**Honorable Esther Degollado  
Webb County District Clerk**

# **Critical Records Management**

## **Archival Imaging of Previously Mold-Damaged Volumes**

**SUBMITTED BY:**

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Dear Honorable Esther Degollado,

This proposal addresses Webb County's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include archival imaging of previously mold-damaged volumes. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Webb County's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

### **ARCHIVAL DIGITIZATION**

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access.

Kofile's services are unique because materials are addressed according to their conditions and fold endurances without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents and use the best hardware and software available. Many projects involve re-work for collections already imaged or indexed by low-bid vendors. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

### **IMAGING OVERVIEW**

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is marked with a "Best Possible Image Indicator" or treated with further enhancements.

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output.



The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

*Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.*

## IMAGE PROCESSING AND ENHANCEMENT

IMAGEPERFECT is Kofile's proprietary digital SLR-based software which utilizes proprietary algorithms, critical for capturing different densities and quality levels in a collection, to provide optimal quality and uniform images. Image Perfect measures each image at a minimum for the following attributes:

- White-on-white images
- Synchronizing images from different scanners
- Floating page cropping & segmentation
- Rotating & de-skewing images
- Tone correction
- Resolution adjustments
- Metadata Normalization

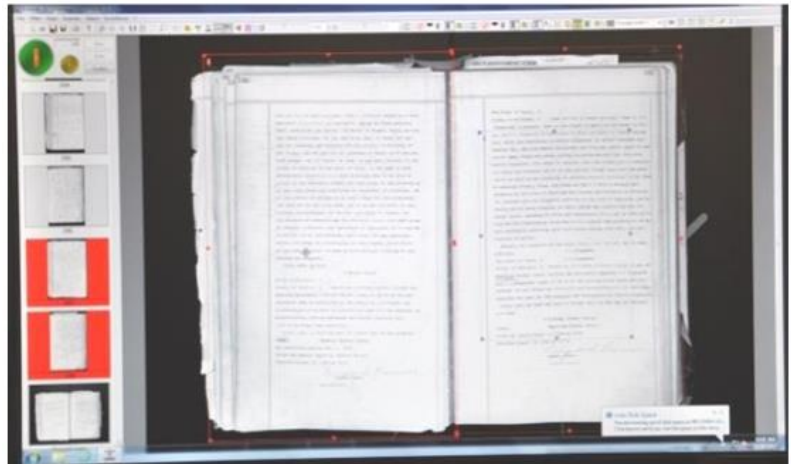
Kofile utilizes the Microsoft® SQL database as the underpinning for its production systems and IMAGEPERFECT allows operators to interactively build and edit image processing scripts, which can be saved for batch processing. Progress tracking capabilities can identify exceptions enabling supervisors to quickly and efficiently correct problems. This software automatically detects and compensates for a scanner(s) variances. The Assured Image delivers consistent, high-quality output.

IMAGEPERFECT enables repair of the currently displayed image without rescanning which could compromise image integrity, and uses custom image clean-up and enhancements such as deskew, despeckle, character repair, and zonal processing to improve legibility. Kofile maintains 100% document integrity and image control with exclusive image locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

Quality Targets permit operators to view image quality at scan. Images, even those scanned on different devices, are "normalized." Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. Quality Targets serve as the foundation for quality assurance analysis.

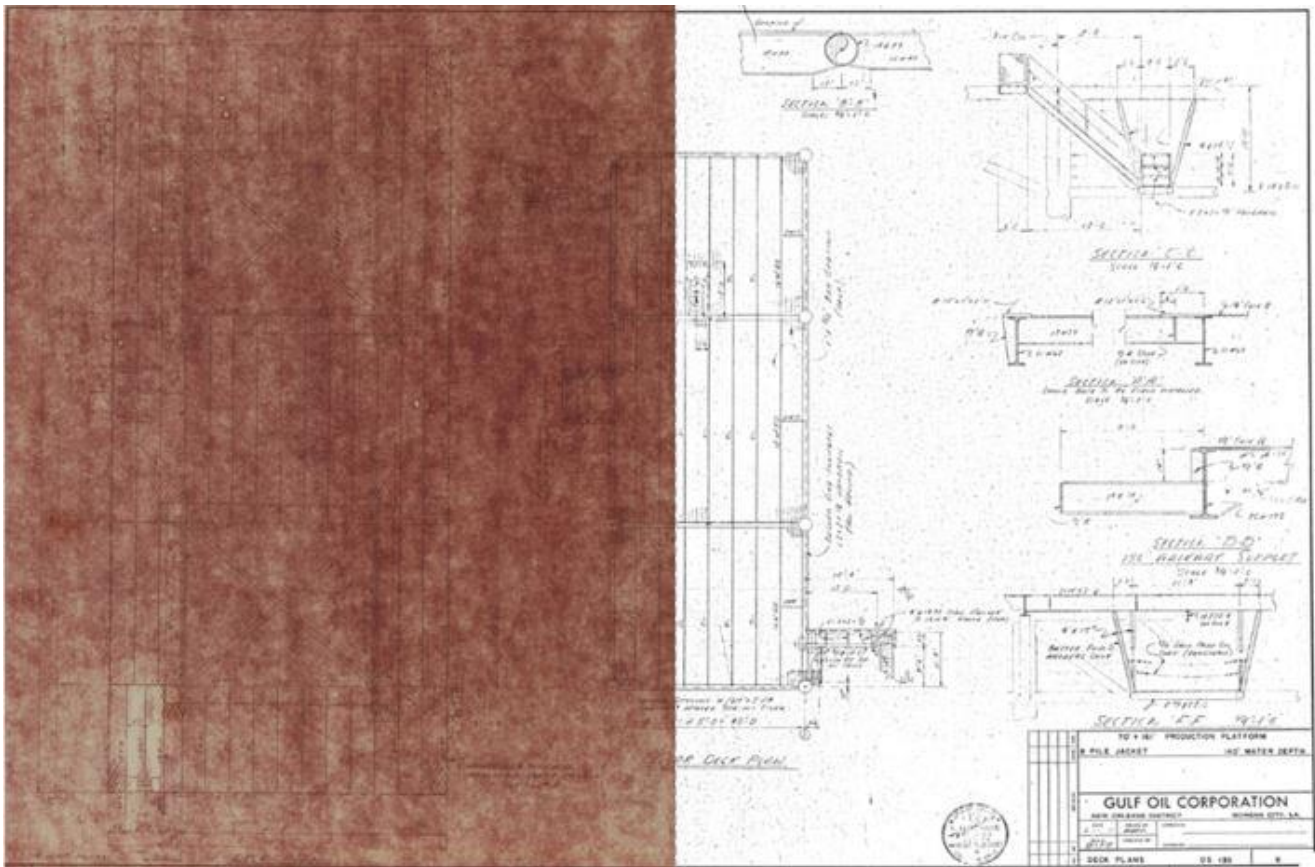
Quality Targets (pictured herein) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. IMAGEPERFECT measures each image at a minimum for:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data



If applicable to the project, Kofile performs negative Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



Examples of imaging before (L) and after (R) advanced image cleanup and enhancements.

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### *Quality Control (QC)*

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or “A” pages, which may have been added. Every image is inspected and a statistical, random, batch-based review of 8% of the inventory is conducted before delivery. Webb County can receive an image log noting the steps employed.

### *Advanced Equipment*

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. All of scanners employ page detection to adjust for varying sizes of paper and, more importantly, thicknesses to reduce “pull-throughs” on thin papers following thick bond. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile’s technicians are trained to handle fragile documents.

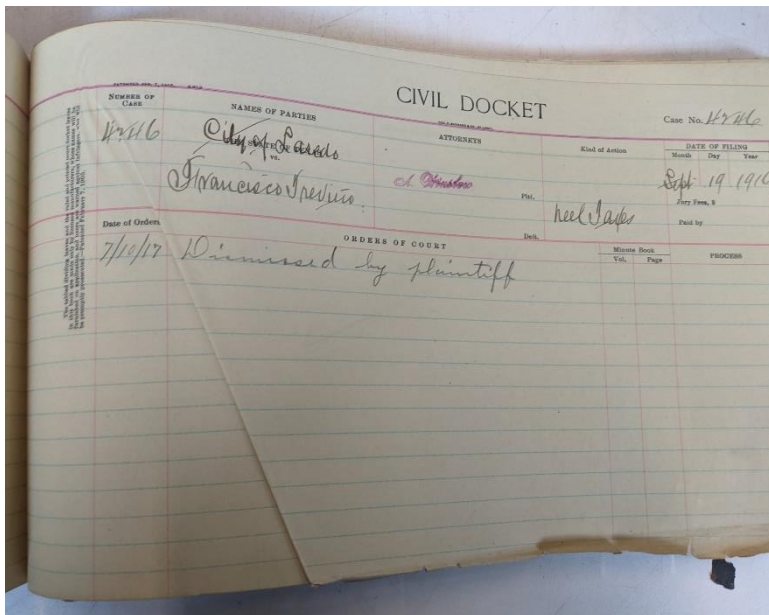
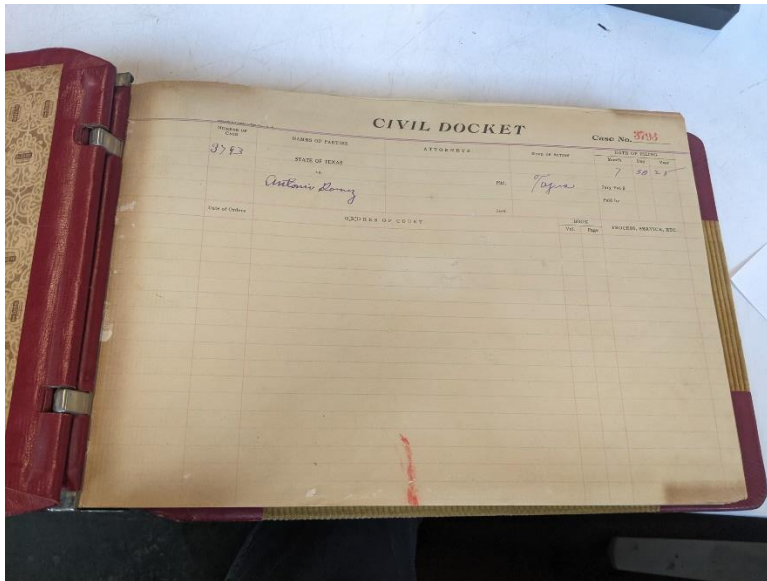
## **SCOPE OF SERVICES**

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

### *Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as bi-tonal images in a standard PDF or Group IV TIFF format.
- IMAGE PERFECT, Kofile’s proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If applicable, images are optimized and scaled for system output.
- Annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- Webb County receives a MASTER in a medium suitable to the project size (e.g., SFTP, USB).
- Kofile can hold a security copy of all images for safekeeping.

PHOTOGRAPHIC DOCUMENTATION



CRIMINAL CASES DISPOSED OF DURING THE DEC. TERM, 1937.  
THE STATE OF TEXAS,  
VS:

No. 9361. Alamo, Delfino  
 No. 9366. Arenales, Guadalupe and Bernardo Rivera;  
 No. 9367. Ballesteros, Jr. Bernardo  
 No. 9368. Carey, Walter,  
 No. 9343. Chavez, Ponciano  
 No. 9353. Garcia, Juan  
 No. 9355. do  
 No. 9372. Gomez, Guacacindo  
 No. 9364. Gongora, Asuncion  
 No. 9374. Gonzalez, Adela  
 No. 9390. Gonzalez, Ramiro J.  
 No. 9375. Gonzalez, Simon  
 No. 9376. Jetras, Francisco  
 No. 9378. Mendoza, Jose and Trinidad Fuentes,  
 No. 9350. Aguilero, Jose  
 No. 9361. Rios, Cesar  
 No. 9362. Rios, Sara  
 No. 9392. Sanchez, Alejandro

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CIVIL 49TH, NON-JURY CASES, DISPOSED DURING VACATION, 1938.

No. 12,298. Anis, Josefina Gempal de et al vs. Jose de las Fuentes et al;  
 No. 12,342. Campos, Rosma vs. Francisco Campos, et ux;  
 No. 12,298. Flores, Ines/Severo;  
 No. 12,195. Martin, J. N. vs. C. O. Tribble and  
 No. 12,299. Paredes, Ramon, as next friend for Avelia Paredes, et al.  
 vs. Marco Creamery, Inc., et al.  
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CRIMINAL DOCKET				49th Dist. Court	
NUMBER OF CASES	NAMES OF PARTIES	ATTORNEY	OFFENSE	DATE OF FILING	CASE NO.
3377	THE STATE OF TEXAS vs. Cesar Harper.	John A. Yalls.	Aggravated Assault.	Dec. 16, 1937.	
DATE OF ORDERS		ORDER OF COURT	MINUTE BOOK	REMARKS	REMARKS
Dec. 11, 1937		Set for January 6 <sup>th</sup>			
Nov. 12, 1938		Dismissed on motion of the district attorney.	8	513	

## PROJECT PRICING

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Webb District Clerk				
Imaging Project Overview				
Record Series	Volume Range	Date Ranger	Page Count	Estimated Total
APPEARANCE CIVIL DOCKET	(NO VOL. PRESENT)	1871-1885	370	\$643.80
CRIMINAL TRANSFER DOCKET DISTRICT COURT	(NO VOL. PRESENT)	1926-1930	872	\$950.48
CRINIMAL TRANSFER DOCKET DISTRICT COURT	(NO VOL. PRESENT)	1931-1937	623	\$679.07
CRIMINAL TRANSFER DOCKET	2	1912-1923	1,031	\$1,123.79
CRIMINAL DISPOSED OF CASES 49TH DISTRICT COURT DOCKET	NO. 6	1913-1930	773	\$842.57
CRIMINAL DOCKET	(NO VOL. PRESENT)	1871-1882	386	\$420.74
CRIMINAL DOCKET	(NO VOL. PRESENT)	1923-1927	776	\$845.84
CRIMINAL DOCKET DISTRICT COURT	(NO VOL. PRESENT)	1871-1876	386	\$671.64
CRIMINAL DROP DOCKET	8	1941-1950	631	\$687.79
JUDGES CIVIL DOCKET DIST. COURT	(NO VOL. PRESENT)	1904-1907	484	\$842.16
JUDGES CIVIL DOCKET DISTRICT COURT	(NO VOL. PRESENT)	1908-1911	440	\$765.60
JUDGES CIVIL DOCKET	(NO VOL. PRESENT)	1911-1913	332	\$361.88
CIVIL DOCKET	14, 18000-18999	1953-1956	588	\$640.92
CIVIL DOCKET	1	1912-1916	543	\$591.87
CIVIL DOCKET	(NO VOL. PRESENT)	1936-1946	572	\$623.48
CIVIL DOCKET	NO. 13, 17,000 -17,999	1951-1953	648	\$706.32
CIVIL NON-JURY COURT	8	1943-1946	832	\$906.88
TRANSFER DOCKET CIVIL NON JURY 11TH DISTRICT COURT	1	1907-1930	660	\$719.40
TRANSFER DOCKET CIVIL NON-JURY 111TH. DISTRICT COURT	NO. 2	1917-1933	774	\$843.66
TRANSFER DOCKET CIVIL NON-JURY 111TH. DISTRICT COURT	NO. 3	1924-1937	822	\$895.98
TRANSFER DOCKET CIVIL NON-JURY 111TH DISTRICT COURT	3	1927-1940	670	\$730.30
TRANSFER CIVIL DOCKET	2	1914-1919	450	\$490.50
TRANSFER CIVIL DOCKET DISTRICT COURT	3	1914-1924	1,295	\$1,411.55
TRANSFER CIVIL DOCKET DISTRICT COURT	4	1922-1926	556	\$606.04
TRANSFER CIVIL DOCKET DISTRICT COURT	5	1915-1927	619	\$674.71
TRANSFER CIVIL DOCKET DISTRICT COURT	6	1925-1931	733	\$798.97
TRANSFER CIVIL DOCKET 49TH DISTRICT COURT	NO. 7	1923-1938	656	\$715.04
STATE DELINQUENT TRANSFER TAX DOCKET TRANSFER	1	1916-1925	363	\$395.67
STATE DELINQUENT TRANSFER TAX DOCKET	NO. 2	1920-1925	468	\$510.12
CITY OF LAREDO DELINQUENT TAX TRANSFER DOCKET	(NO VOL. PRESENT)	1913-1914	470	\$512.30



DOCKET CRIMINAL DISPOSED OF CASES IN 49TH DISTRICT COURT	NO. 5	1937-1939	216	\$235.44
DOCKET CRIMINAL DISPOSED OF CASES IN 49TH DISTRICT COURT	NO.7	1930-1940	477	\$519.93
DELINQUENT TAX TRANSFER DOCKET	1	1913-1914	577	\$628.93
DELINQUENT TAX TRANSFER DOCKET CITY OF LAREDO	NO.3	1920-1930	785	\$855.65
DELINQUENT TRANSFER TAX DOCKET CITY OF LAREDO DISTRICT COURT	4	1930-1938	372	\$405.48
COUNTY AND STATE DELINQUENT TAX DOCKET	1	1916-1925	443	\$482.87
COUNTY AND STATE DELINQUENT TAX DOCKET	2	1925-1926	253	\$275.77
DISPOSED OF CIVIL CASES 111TH DISTRICT COURT	1, 9743-19361	1930-1956	714	\$778.26
111TH CIVIL NON-JURY DISPOSED OF CASES COVERING PERIOD OF JANUARY 1947 TO DEC. 1951	(NO VOL. PRESENT)	1926-1951	667	\$727.03
DISPOSED OF CIVIL CASE 49TH DIST. COURT	8	1924-1940	481	\$524.29
DISPOSED OF CIVIL CASES 49TH DISTRICT COURT	NO. 9, 13,000-13,999	1940-1943	476	\$518.84
DISPOSED OF CIVIL CASES 49TH DISTRICT COURT	NO.11, 15,000-15,999	1946-1948	733	\$798.97
DISPOSED OF CIVIL DOCKET CASES 49 TH DISTRICT COURT	NO. 12 16,000-16,999	1948-1951	695	\$757.55
TAX SUITE DOCKET	(NO VOL. PRESENT)	1913-1924	686	\$747.74
JURY CIVIL DOCKET	1	1911-1929	433	\$471.97
DOCKET OF CIVIL JURY CASES DISPOSED OF IN THE 111TH. DIST. COURT	NO. 1	1911-1937	261	\$284.49
PROJECT TOTAL				\$30,622.28

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions> , except the TXMAS terms and conditions remain in effect and to the extent they conflict, the TXMAS terms will control.

Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

<p><b>CUSTOMER ACCEPTANCE</b></p> <p>_____</p> <p>Signature of Authorized Official</p> <p>_____</p> <p>Print Name of Authorized Official</p> <p>_____</p> <p>Title of Authorized Official</p> <p>_____</p> <p>Date</p>	<p><b>KOFILE ACCEPTANCE</b></p> <p>_____</p> <p>Signature of Authorized Official</p> <p>_____</p> <p>Print Name of Authorized Official</p> <p>_____</p> <p>Title of Authorized Official</p> <p>_____</p> <p>Date</p>
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**PURCHASING VIA TXMAS**

Please reference Contract No. **TXMAS-23-92001** directly on the P.O. Kofile has prepared a 'Shopping Cart' in TxSmartBuy so Webb County can complete this purchase – See Link:

STATE OF TEXAS CO-OP MEMBER LISTING FOR Webb County	
LINK	<a href="https://www.txsmartbuy.com/membership_details?memberid=722">https://www.txsmartbuy.com/membership_details?memberid=722</a>
CO-OP #	C2400
Contact	Joe Lopez; joel@webbcountytx.gov
Expiration	8/15/2024

[https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=21784621&sender=preserve@kofile.com&datetime=2023\\_9\\_25\\_13\\_20](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=21784621&sender=preserve@kofile.com&datetime=2023_9_25_13_20)

Webb County is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
IMGP702	92030	Archival Imaging of Unbound Positive / Manuscript	Page	\$1.09	25,412	\$27,699.08
IMGP703	92030	Archival Imaging of Bound Positive / Typescript or Manuscript	Page	\$1.74	1,680	\$2,923.20
TOTAL						\$30,622.28

**ACCESSIBILITY OF RECORDS**

Records held at Kofile are maintained as private and confidential material. Webb County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Webb County . This policy applies to any agreement, verbal or written, between Webb County and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Webb County . The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

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

Sincerely,

Catherine Drolet  
*Catherine Drolet*

c: (210) 860-6906  
e: catherine.drolet@kofile.com

lgs/rac