

MEDINA COUNTY CLERK RECORDS ARCHIVE PLAN

for

PRESERVATION AND RESTORATION OF COUNTY CLERK RECORDS ARCHIVE

FY: 2020-2021

Prepared by: Gina Champion, Medina County Clerk

September 9, 2020

“State law requires the County Clerk to maintain a large amount of Court & Public records PERMANENTLY”. In order to preserve and maintain these documents, offices are storing documents electronically or on a digital format. “State law and state library rules dictate that the film and digital images be maintained permanently with a storage plan to secure the future transition of digitized records to new media that allows access to these records.”

The purpose of this plan is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the Medina County Clerks’ Office. It is the intent of the County Clerk’s office to follow guidelines set by the Texas State Library and Archives Commissioner.

LOCAL GOVERNMENT CODE

Sec. 118.025. COUNTY CLERK'S RECORDS ARCHIVE. (a) In this section:

"Deterioration" means any naturally occurring process or a natural disaster that results in the destruction or partial destruction of a public document.

(2) "Preservation" means any process that:

(A) Suspends or reduces the deterioration of public documents; or

(B) Provides public access to the public documents in a manner that reduces the risk of deterioration, excluding providing public access to public documents indexed geographically.

(3) "Public document" means any instrument, document, paper, or other record that the county clerk is authorized to accept for filing or maintaining.

(4) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

(5) "Restoration" means any process that permits the visual enhancement of a public document, including making the document more legible.

(b) The commissioner’s court of a county may adopt a records archive fee under Section [118.011\(f\)](#) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive"

under Section [118.011](#)(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the Commissioners Court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section [193.009](#)(b)(4).

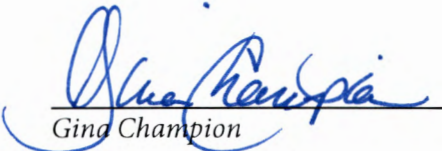
(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the Commissioners Court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter [262](#). The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the County Clerk's office. The notice must state the amount of the fee in the following form:

Medina County Clerk
Proposed Records Archive Project
FY: 2020-2021

This proposal addresses Military Discharge Records referred to as a DD-214 Volumes 1-5, Marriage License Volumes 1-16, & Informal Marriages Volume 1.

- All volumes, except Military Discharge Volumes 4-5 receive full archival indexing services.
- All digitized images and indexes will be formatted, and loaded into the County's Vanguard Records Management system once installed.
- Marriage Licenses Volumes 1-4 will be preserved this includes conservation treatment, de-acidification, encapsulation, and binding.
- Please see attached quote and project description from Kofile.



Gina Champion
Gina Champion
Medina County Clerk
September 9, 2020

Adopted by the Commissioners' Court of Medina County, Texas on this the 24th day of September 2020.

Honorable Tim Neuman
Commissioner Precinct 1

Honorable Larry Sitter
Commissioner Precinct 2

Honorable David Lynch
Commissioner Precinct 3

Honorable Jerry Beck
Commissioner Precinct 4

Honorable Judge Chris Schuchart
County Judge

Attest:

Honorable Gina Champion
County Clerk

September 9, 2020

Honorable Gina Champion
Medina County Clerk
1100 16th Street, Room 109
Hondo, TX 78891

Dear Hon. Gina Champion,

This proposal addresses Military Discharge (DD214s) Vols. 1-5, Marriage License Vols. 1-16, and Informal Marriages Vol. 1 for the Medina County Clerk's Office. All services are completed by Kofile Technologies, Inc. (Kofile) at it's Preservation & Digitization Lab in Dallas, TX.

All volumes, except Military Discharge Vols. 4-5, receive full archival indexing services. All digitized images and indexes are formatted and loaded to the County's *Vanguard Records Management* system.

Marriage Licenses Vols. 1-4 are also priced for preservation (including conservation treatments, deacidification, encapsulation, and binding) because the original source documents were previously laminated (which is extremely detrimental for the life of the item and never an option for historical documents). Please see photographic documentation to the right.

With preservation services, Medina County has access to Kofile's proprietary archival products—the Lay-Flat Archival Polyester Pocket™, and the Disaster Safe County Binder™ (DSB). Kofile is the sole source and holds the patents on both.



Military Discharge (DD214) Vols. 1-3.



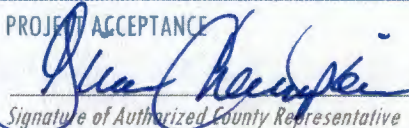

Marriage Licenses Vol. 2.

PROJECT PRICE QUOTE

Without a signed agreement, all pricing for the inventory herein is good for 90 days. Pricing is based on a Good Faith Estimate of page and document counts. Billing occurs on actual counts per mutually agreed upon unit pricing, not to exceed the P.O. To purchase via GSA, please reference Kofile's GSA Contract No. **GS-35F-275AA** on the County's P.O.

These volumes receive the following defined services, as appropriate. Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.

MEDINA COUNTY CLERK PROJECT OVERVIEW							
RECORDS SERIES	VOLUME	QUANTITY			FORMAT	LEVEL OF SERVICE	PRICE QUOTE
		VOLS.	PAGES	DOCS.			
Military Discharge (DD214s)	1-3 (Parts 1, 2, 3)	7	2,353	1,893	M/T	IM/ID	\$7,582.69
	4-5	2	905	n/a	T/PH	IM	\$875.31
Marriage License	1-4	4	1,421	1,421	M/LL	PRV/IM/ID	\$25,569.41
	5-16	12	7,685	15,370	M/LL	IM/ID	\$71,684.05
Informal Marriage	1	1	252	252	M/LL	IM/ID	\$1,233.91
SUBTOTAL							\$106,945.39
(1) Unit of 4Post™ Shelving (85¼"H x 20"D; five shelves)							\$1,511.25
PROJECT TOTAL							\$108,456.64

<p>PROJECT ACCEPTANCE</p>  <p>Signature of Authorized County Representative</p>	 <p>County Clerk Title</p>	<p>09/09/2020</p> <p>Date</p>
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NOTE: All records series images and indexes are formatted and loaded into the County's Vanguard Records Management system.

(IM) Archival Imaging

- 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.
- 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.
- Crop excess blank space around the image. This may involve manual cropping to insure the best quality image.
- If requested, annotations are supported to allow electronic additions on the digital image to assist in recording keeping (e.g. Book, Volume, and Page).
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Images receive stitching, if necessary, if entries horizontally span the length of more than one page. Amendments

are stitched to the appropriate Certificate and indexed in place of the original Certificate.

- When multiple documents (Deeds, Birth Records, etc.) exist on a single page, images are split so that each document is viewable individually. For Vitals, this service incurs additional charges.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. 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 deliverables in a medium appropriate to the project size (e.g. DVD/CD/external hard drive/FTP).

(ID) Archival Indexing

- Key and blind re-key verify all Documents.
- Military Discharge Vols. 1-3 fields to include:
 - ◇ Book/Volume/Page
 - ◇ Name
 - ◇ Date of Discharge
 - ◇ Military Branch
- Marriage License fields to include:
 - ◇ Certificate Number
 - ◇ Bride Name
 - ◇ Recorded Date
 - ◇ Groom Name
 - ◇ Date of Marriage
 - ◇ Volume/Page

(PRV) Preservation—Conserve, Treat, Mend & Repair, Deacidify, Encapsulate, Bind, & Re-house

- Kofile creates a permanent log (noting condition, pagination, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks.
- *Special Services: Removal of Lamination*—Particular care must be taken to prevent tearing remove lamination. Careful testing at our lab determines the possibility removing the laminated binding reinforcements. In a small percentage of cases, the adhesive resists removal by the proprietary solvent solution, and it cannot be removed without damaging the paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the client directly, and the lamination will remain.
- Humidify and flatten as necessary to eliminate the possibility of unnecessary fractures or breaks. Tools to ‘flatten’ include tacking irons, heat presses, and an Ultrasonic Humidification Chamber.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast R[®] (an acrylic based and heat set tissue).
- Deacidify each side of each sheet after careful testing with Bookkeepers[®], a custom solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket*[™]. Dimensions match the “book block” dimensions, with a 1¼” binding margin.
- Volumes are bound in custom-fitted *Heritage Recorder* binder or a *Disaster Safe County Binder*[™] (DSB). A volume may return split, depending on page count. A dedication/treatment report is included in the binder.

Archival Shelving

- Archival 4Post[™] Shelving unit to house the new binders. The unit contains five shelves and measures 85.25”H x 20”D. Pricing includes over-the-threshold delivery and installation.

PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. The County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.
- Use of the GSA as a cooperative purchasing vehicle is entirely voluntary.
- The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.

To purchase from GSA, you only need follow the County's applicable purchasing requirements. When issued, reference **GS-35F-275AA** on the PO. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

GSA line items are billed per hourly charges for the work performed. Any ancillary items (e.g. shelving) is billed as Order Level Materials (with a cap of 33.33% per order).

GSA LINE ITEMS						
SPECIAL ITEM NO. (SIN)	PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	PRICE QUOTE
SIN 132 51	TCS006	Graphic Artist II	\$75.00/Hour	703.8358	\$52,787.69	\$108,463.94
SIN 132 51	TCS008	Information Assurance Engineer II	\$75.00/Hour	703	\$52,725.00	
SIN 132 51	TCS010	Project Manager	\$180.00/Hour	8	\$1,440.00	
SIN 70 500	Order Level Materials (OLM) - Archival Shelving		\$1,511.25/Each	1	\$1,511.25	

PROJECT INVENTORY & ITEMIZED PRICING

Following is a breakdown of the project inventory and itemized pricing for each volume.

KEY		
M	Manuscript (Handwritten)	
T	Typescript (Typed)	
PH	Negative Photostat	
LL	Loose Leaf (Post Binder)	

PROJECT INVENTORY & ITEMIZED PRICING										
VOLUME	QUANTITY		DESCRIPTION				LEVEL OF SERVICE	PRICE QUOTE		
	IMAGE	DOC.	FOR-MAT	NOTES		(IM) IMAGE		(ID) INDEX	LINE TOTAL	
MILITARY DISCHARGE (DD214)										
1 - Part 1, 1918 (pp 1-130)	232	130	M	<i>Front index (52 pp.).</i>		IM/ID	\$198.68	\$525.21	\$723.89	
1 - Part 2, 1918 (pp 131-574)	494	444	M			IM/ID	\$423.05	\$1,793.79	\$2,216.84	
2 - Part 1 (pp 1-372)	500	391	T	<i>Sleeved book pages.</i>	<i>Front index (78 pp.). Approx. 50 addt. docs.</i>	IM/ID	\$287.14	\$1,099.07	\$1,386.21	
2 - Part 2 (pp 373-772)	450	420	T		<i>Army. Approx. 50 addt. docs.</i>	IM/ID	\$258.42	\$1,180.59	\$1,439.01	
2 - Part 3 (pp 773-841)	119	72	T		<i>Navy (1-198), Marines (1-48), Women's Army(1), Coast Guard (1-34), Misc. (1-31). Approx. 50 addt. docs.</i>	IM/ID	\$68.34	\$202.39	\$270.73	
3 - Part 1 (pp 1-203)	305	213	T		<i>Front index (52 pp.). Approx. 50 addt. docs.</i>	IM/ID	\$175.15	\$598.73	\$773.88	
3 - Part 2 (pp 204-406)	253	223	T		<i>Assume 50 additional docs.</i>	IM/ID	\$145.29	\$626.84	\$772.13	
4	660	n/a	T	<i>Tumble book.</i>	<i>Front index (52 pp.).</i>	IM	\$638.35	n/a	\$638.35	
5	245	n/a	T/PH		<i>Front index (52 pp.).</i>	IM	\$236.96	n/a	\$236.96	

PROJECT INVENTORY & ITEMIZED PRICING											
VOLUME	QUANTITY		DESCRIPTION				LEVEL OF SERVICE	PRICE QUOTE			
	PAGE	DOC.	FOR-MAT	COND-ITION	NOTES	(PRV) PRESERVE		(IM) IMAGE	(ID) INDEX	LINE TOTAL	
MARRIAGE LICENSE											
1, 1848-1868	70 (1 attach)	71	M/LL	Poor	<i>Prior work by other vendor.</i>	<i>Vol. 1-3 combined. Laminated.</i>	PRV/IM/ID	\$929.92	\$60.80	\$286.85	\$1,277.57
2, 1848-1868	280	280	M/LL	Poor			PRV/IM/ID	\$3,667.30	\$239.79	\$1,131.22	\$5,038.31
3, 1848-1868	470	470	M/LL	Poor			PRV/IM/ID	\$6,155.83	\$402.50	\$1,898.84	\$8,457.16
4, 1868-1876	450 (150 attach)	600	M/LL	Poor		<i>Glued attach. Laminated.</i>	PRV/IM/ID	\$7,858.50	\$513.83	\$2,424.05	\$10,796.37
5	596 (30 attach)	1,252	M/LL	Good		<i>Glued attach. Parts 1 & 2.</i>	IM/ID	n/a	\$1,020.80	\$4,815.77	\$5,836.57
6	480 (24 attach)	1,008	M/LL	Good			IM/ID	n/a	\$822.12	\$3,878.47	\$4,700.59
7	640 (32 attach)	1,344	M/LL	Good			IM/ID	n/a	\$1,096.16	\$5,171.30	\$6,267.46
8	648 (32 attach)	1,360	M/LL	Good			IM/ID	n/a	\$1,109.86	\$5,235.94	\$6,345.80
9	640 (32 attach)	1,344	M/LL	Good			IM/ID	n/a	\$1,096.16	\$5,171.30	\$6,267.46
10	644 (32 attach)	1,352	M/LL	Good			<i>Glued attach. Parts 1 & 2.</i>	IM/ID	n/a	\$1,103.01	\$5,203.62
11	644 (32 attach)	1,352	M/LL	Good		IM/ID		n/a	\$1,103.01	\$5,203.62	\$6,306.63
12	644 (32 attach)	1,352	M/LL	Good		IM/ID		n/a	\$1,103.01	\$5,203.62	\$6,306.63
13	644 (32 attach)	1,352	M/LL	Good		IM/ID		n/a	\$1,103.01	\$5,203.62	\$6,306.63
14	648 (32 attach)	1,360	M/LL	Good		IM/ID		n/a	\$1,109.86	\$5,235.94	\$6,345.80
15	640 (32 attach)	1,344	M/LL	Good		IM/ID		n/a	\$1,096.16	\$5,171.30	\$6,267.46
16	452 (23 attach)	950	M/LL	Good		IM/ID	n/a	\$774.16	\$3,652.23	\$4,426.39	
INFORMAL MARRIAGE											
1	200 (52 index pp)	252	M/LL	Good	<i>Tumble book.</i>	<i>Internal index.</i>	IM/ID	n/a	\$215.81	\$1,018.10	\$1,233.91

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Records requests are available via fax or email by authorized personnel. Upon receipt, Kofile flags the requested record and verifies inventory control, pull supporting paperwork, and email/fax a response to the requester or alternate. The turnaround time for will meet or exceed the County's requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the 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 the County.
- Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties.
- 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.

Sincerely,

Cathy Drolet

Catherine 'Cathy' Drolet
Account Executive
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210.860.6906

sgr