

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 11/2/2023

Meeting Date: 11/13/2023

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Description:

Consideration and approval of expenditures from 0216: Records Management and Preservation in the amount of \$51,482.84 for the preservation and imaging of Johnson County Plat Records and the purchase of two plat cabinets from Kofile, Inc., with the purchase to be made under the State of Texas Comptroller of Public Accounts Texas Multiple Award Schedule (TXMAS), Contract No. TXMAS-23-92001.

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one)  PUBLIC  CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item  Consent  Workshop  Executive  Other \_\_\_\_\_

Check All Departments That Have Been Notified:

County Attorney  IT  Purchasing  Auditor  
 Personnel  Public Works  Facilities Management

Other Department/Official (list) \_\_\_\_\_

Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email

Approved in CC on 9/11/2023

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p> <p><b>COMMISSIONERS COURT</b></p> <p><b>NOV 27 2023</b></p> <p><b>Approved</b></p>
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November 3, 2023

**Honorable April Long  
Johnson County Clerk**

# **Critical Records Management**

## **Johnson County Clerk Plat Preservation**

**SUBMITTED BY:**

Jack Morris  
Account Executive  
jack.morris@kofile.com  
(214) 729-6885

**Kofile** 

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Dear Honorable April Long,

This proposal addresses Johnson County Clerk's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments of plat records. 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 Johnson County Clerk'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.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

## **AREAS OF CONCERN**

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

### *Acidic Paper*

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

### *Acidic Ink*

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

### *Tape & Non-Archival Adhesives*

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"—all are unstable. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

### *Lamination Removal*

Kofile conservators address the "Laminate" process to the fullest extent possible. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not

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attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact Johnson County Clerk directly to discuss alternatives.

### *Non-Archival Quality Materials*

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

## **TEMPERATURE & HUMIDITY MONITORING**

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

*Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.*

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

*Red inks smear first, then blue inks, and lastly, black inks.*

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary

treatments are time consuming and require a highly skilled conservator.

Visit the Image Permanence Institute (IPI) at [www.dpcalc.org](http://www.dpcalc.org) to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplated above). The image above is property of IPI.

## **SCOPE OF SERVICES**

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

### *Preservation—Conservation Treatments (PRV)*

- Kofile creates a permanent log (noting condition, page order, 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. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and

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deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.

- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .

#### *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.
- Maps will be captured at a minimum of 300 dpi. Full color, gray scale and black and white will be determined with each document type/book.
- 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.
- 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.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- Kofile can hold a security copy of all images for safekeeping.

**PROJECT PRICING**

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.

Johnson County Clerk				
DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
Preservation of Johnson County Plat Records	Page	\$51.12	500	\$25,560.00
Plat Imaging	Page	\$18.91	500	\$9,455.00
Deed Preservation	Page	\$6.92	500	\$3,460.00
Plat Cabinet	Unit	\$5,978.92	2	\$11,957.84
Shipping	N/A	N/A	-	\$1,050.00
TOTAL				\$51,482.84

**PURCHASING VIA TXMAS**

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

STATE OF TEXAS CO-OP MEMBER LISTING FOR Johnson County	
LINK	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c0810.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c0810.php</a>
CO-OP #	C1260
Contact	pur@johnsoncountytexas.org ; ralph McBroom
Expiration	2-July-2024

Johnson County is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
PRV702	96272	Oversized Record Preservation by Page	Page	\$6.92	500	\$3,460.00
PLAT-IM02	92030	Imaging of Plat or Map	Plat	\$18.91	500	\$9,455.00
PLAT701	96272	Plat Conservation	Plat	\$51.12	500	\$25,560.00
PLAT708	42500	Plat Cabinet Solution, One (1) or Multi-Tier Cabinet, and Sleeves, and Hangers	Per Cabinet	\$5,978.92	2	\$11,957.84
		Shipping (Select 'Other Charges')	-	-	-	\$1,050.00
TOTAL						\$51,482.84



This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.  
Payment Terms: Net 30 days from date of executed agreement.

**CUSTOMER ACCEPTANCE**

*Chris Boedecker*  
Signature of Authorized Official

*Christopher Boedecker*  
Print Name of Authorized Official

*County Judge*  
Title of Authorized Official

*11-27-23*  
Date

**KOFILE ACCEPTANCE**

*Michael Cobb*  
Signature of Authorized Official

*Michael Cobb*  
Print Name of Authorized Official

*Central RVP*  
Title of Authorized Official

*11.20.2023*  
Date

**ACCESSIBILITY OF RECORDS**

Records held at Kofile are maintained as private and confidential material. Johnson County Clerk 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 Johnson County Clerk. This policy applies to any agreement, verbal or written, between Johnson County Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Johnson County Clerk. 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 Johnson County Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

Jack Morris  
*Jack Morris*  
c: (214) 729-6885  
e: jack.morris@kofile.com

srh