

CURRENT 2018 BUDGET AMOUNTS REQUESTED TO BE USED FOR THE PRE-PRESERVATION AND ARCHIVAL DIGITIZATION OF HISTORICAL DISTRICT CLERK'S CASE FILES

FUND	LINE ITEM	2018 BUDGET
GENERAL FUND-DISTRICT CLERK RECORDS MANAGEMENT	100-450-54361	PRESERVATION & RESTORATION \$ 35,800
COURT RECORD PRESERVATION	160-660-54363	PRESERVATION & RESTORATION \$ 2,025
DISTRICT CLERK RECORDS MANAGEMENT & PRESERVATION	165-660-54061	DIGITIZING \$ 1,800
	168-660-54361	PRESERVATION & RESTORATION \$ 600
GRAND TOTAL OF PROJECT		\$ 40,225

POSSIBLE REQUESTED AGENDA ITEM:

To discuss and act upon a quote based on TXMAS Contract No. TXMAS-18-3602 from Kofile Technologies Inc DBA Kofile Preservation, Inc. for pre-preservation and archival digitization of Historical District Clerk's Case Files; and to authorize approval of purchase through state TX SmartBuy system and authorize expenditures from the General Fund 2018 Budget, account # 100-450-54361, Records Management Fund 2018 Budget, account #160-660-54363, Court Records Preservation Fund 2018 Budget, account # 165-660-54061, and District Clerk Records Management & Preservation Fund 2018 Budget, account# 168-660-54361

KOFILE TECHNOLOGIES

August 13, 2018

Honorable Debra Johnson
Panola County District Clerk
110 South Sycamore, Room 227
Carthage, TX 75633

RE: Pre-Preservation and Archival Digitization of Historical Civil Case Files Phase VII

Dear Hon. Debra Johnson,

Per your request, please find our quote for the pre-preservation and digitization the Panola County District Clerk's historical Civil Case Files. All pricing is good for 90 days from the date of the quote.

This phase will address the items unbilled to complete the indexing portion for Phase VI, which included more case files [documents] than anticipated, and addressed Civil Case File Nos. 12384-A166 and A169-D388.

The previous phase, Phase VI, addressed boxes that contained an average of 5,400 pages each and cases of 21 pages each.

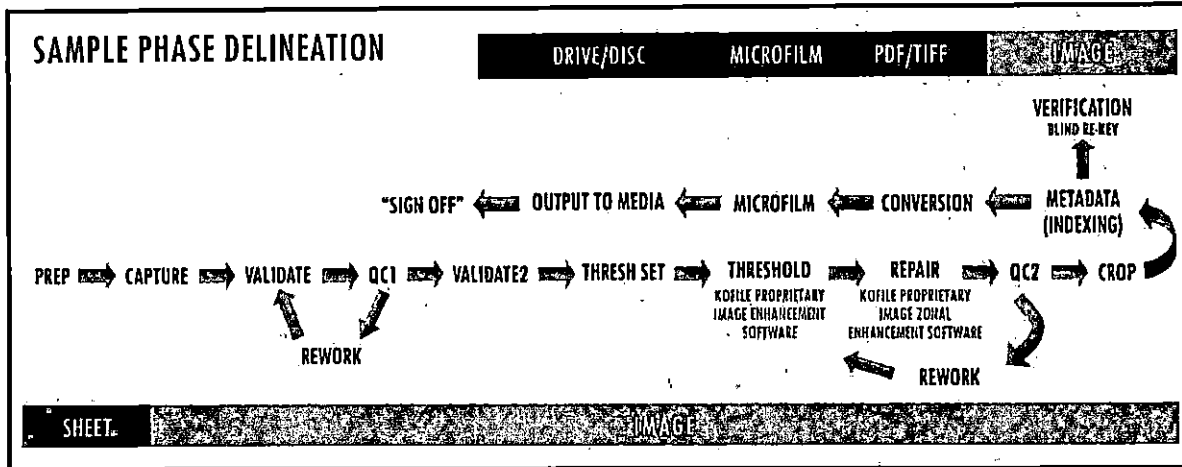
If this phase of boxes remains consistent with these averages, this is a Good Faith Estimate of 21,389 pages, and this new phase will address approximately 3.96 boxes and approximately 1,019 cases.

SCOPE OF SERVICES

- PRE-PRESERVE** Sheets are prepped for imaging and receive limited conservation treatments — which includes removal of fasteners and flattening. Sheets are placed in archival acid free folders, and housed in small plastic Iris® File-n-Stack Totes.
- IMAGE** Document preparation, batching, and scanning, while adhering to strict quality control policies. This service also includes:
- Image Capture
 - Image Processing
 - Zonal Enhancements
 - Deskew & Despeckle
 - Border Removal
 - Page Validation
 - Image Splitting
 - Image Annotations
- INDEX** Manually keying of case number, filed date, and parties—plaintiff and defendant. The County received a pipe-delimited index file.
- MICROFILM** Sheets are captured on 16 MM microfilm as a security backup. Microfilm produced from this project is stored in the Media Vault at Kofile's Dallas facility per the conditions on Page 7.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/ 351.4800 F: 214/ 442.6669 WWW.KOFILE.US

METHODOLOGY



Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

PRE-PRESERVATION & PREP

Files are physically prepared for scanning. Prep includes staple and brad removal, reduction of adhesives, orientation of documents, and unfolding. Kofile utilizes several paper conservation methods for safely flattening the documents without damaging originals. Tools to 'flatten' documents include tacking irons, heat presses, and a custom Ultrasonic Humidification Chamber (also known as a paper suction table).

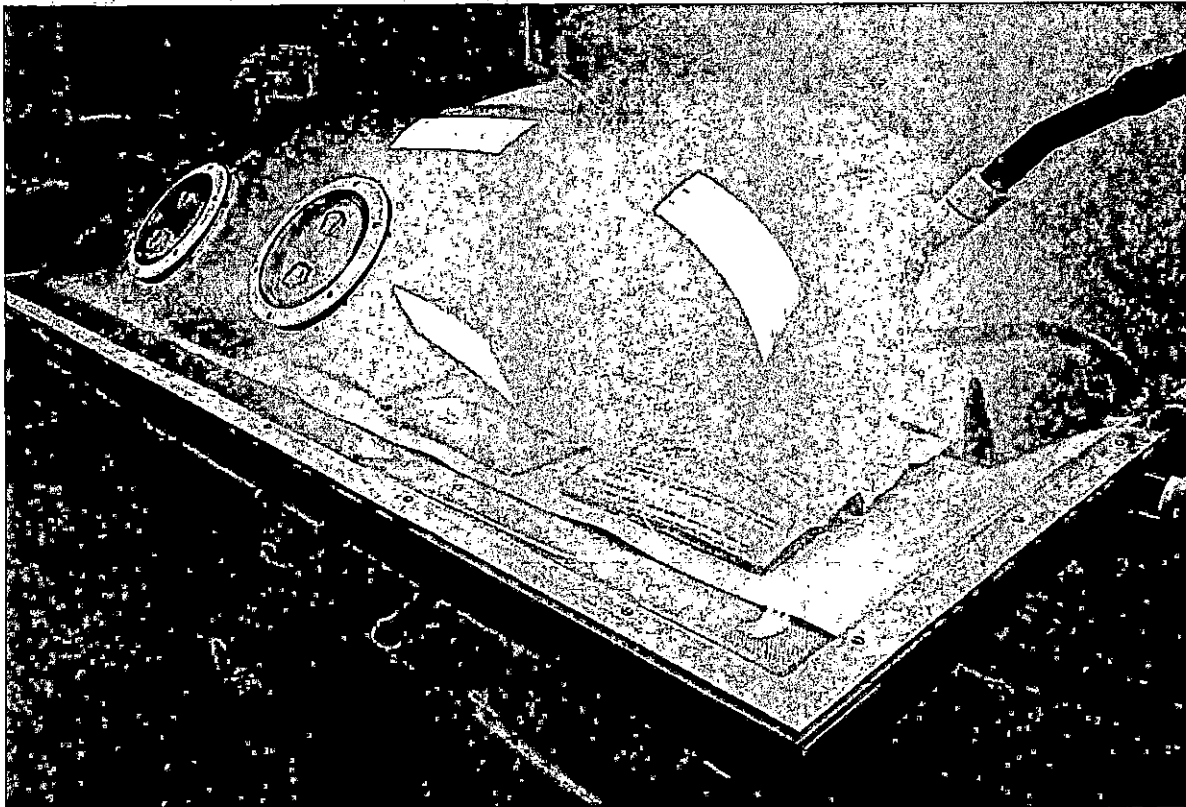
Also at this stage, fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary. Sequential document order is maintained and controlled by either batch or page. Page order is maintained by hand numbering with a light pencil.

INITIAL CAPTURE

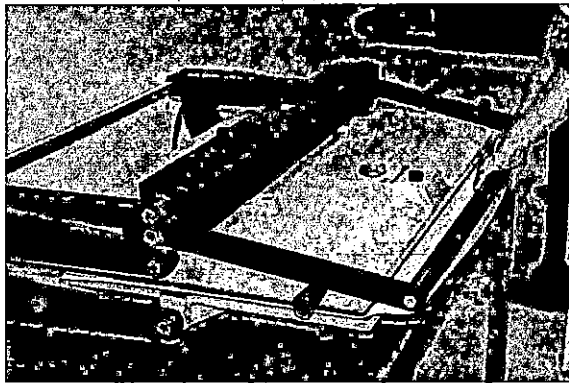
Domain specific knowledge is necessary for this project. A vendor that does not understand permanent asset collections may address the Panola County's files as disposable documents. Kofile understands that these are not disposable records, and will maintain file order and identification.

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 treated with a "Best Possible Image Indicator" or further enhancements.

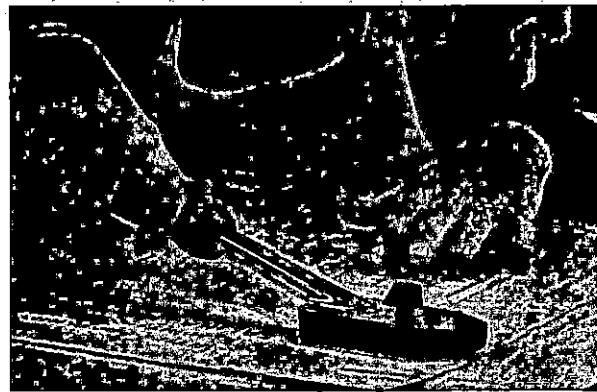
Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and illegible information. Images accumulate as Group IV bi-tonal images in a standard TIFF format. Images are optimized and scaled for system output.



Ultrasonic Humidification corrects folds and bends for fragile sheets. Documents dry between acid-free blotters. Monitoring eliminates ink bleeds and mold/fungus growth.



A heat press is used to flatten the document in order to obtain the best initial capture.



Tacking irons, a specialized tool, flattens standard sized documents. The irons have temperature controls to alleviate damage.

Kofile utilizes multiple types of scanners for various conditions and types of documents. The map pictured to the right is being captured with an overhead non-contact scanner. Roll scanners would damage the originals and will not produce a viable permanent digital working copy. Documents are imaged by hand, and technicians are trained to handle fragile documents.

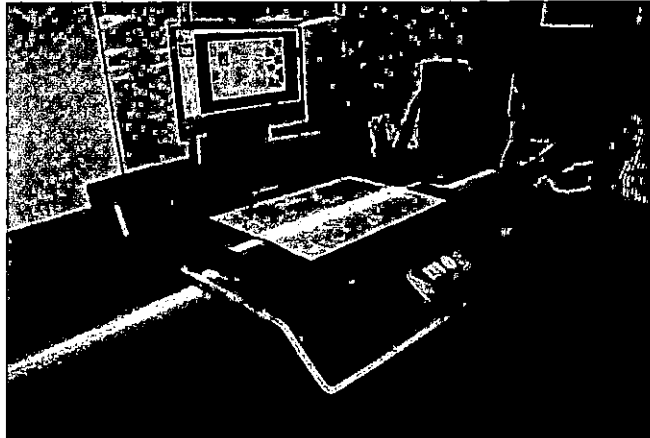
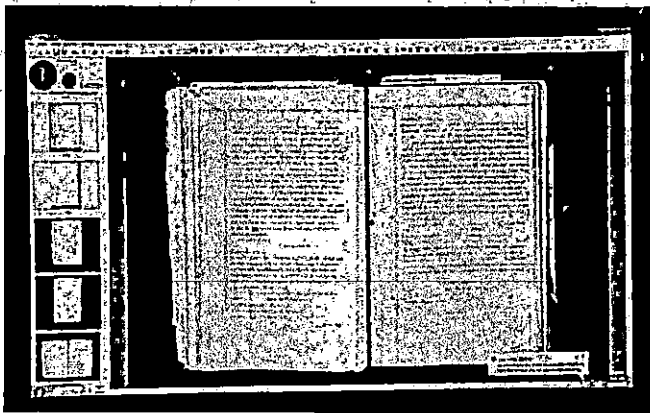


IMAGE PROCESSING

Kofile's proprietary software is *IMAGE PERFECT*. This software ensures that Panola County has the optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. *IMAGE PERFECT* provides proprietary algorithms to achieve the highest image quality. The utilization of algorithms are critical for capturing different densities and quality levels in a records collection.



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 into the incorrect page. The *IMAGE PERFECT* application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.



Quality Targets (see pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The *Quality Target* serves as the foundation for our quality assurance analysis. Our software will measure each image for the following attributes at a minimum:

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

During image repair, custom *IMAGE PERFECT* software allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Our procedures and software insures the highest possible quality at each step during the image capture/processing process.

QUALITY CONTROL

Quality control is a key element in all imaging and archiving projects. Our quality control process ensures that all images are certified. We do not use random sampling in our QC methodology. Each and every image is checked during QC. Kofile will provide an image log which notes the steps employed. Image quality is checked during scanning to ensure that information is not lost during capture.

ARCHIVAL INDEXING

Data integrity is essential. Kofile's goal is to provide consistently keyed fields to improve document retrieval and build a dependable, searchable database for staff and the public. Proprietary indexing software and keying procedures provides proven 99.25% accuracy.



Before indexing commences, Kofile conducts a comprehensive assessment of the Office's indexing specifications. This allows for accurate and consistent indexes to guarantee quick user searches. The assessment includes documenting established methods of indexing specific instruments, clarifying terminology, and determining the standards used for entering names, dates, and other required basic information. This analysis produces essential information to ensure the metadata's accuracy and integrity. Full consideration is given to all indexing situations, including:

- ▶ *differentiation between individual names & corporation names*
- ▶ *government departments & agencies*
- ▶ *alternate & alias names*
- ▶ *abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)*

DATA ENTRY PROCEDURES

Kofile performs key entry at least twice for every field. Following the initial field key entry, the record displays to a second technician. This individual also keys the field (also termed a "blind re-key"). The software compares the entries. If they do not match, the record is sent to a supervisor.

This supervisor identifies the problem with the field entry and determines if it is a one-time keying error or a prevailing issue. The supervisor decides if a new keying standard is needed. The record is then sent to another technician and keyed again. **With this methodology, each field is blind-keyed three times.**

In quality control (QC), managers and supervisors internally research problematic processes. If County input is required, Kofile will contact the District Clerk directly. Client involvement demonstrates Kofile's pride in building successful relationships.

ARCHIVAL MICROFILM

Kofile provides the Best Value for this project. Kofile works closely with Eastman Park Micrographics, Inc. (EPM) formerly a division of Eastman Kodak Company, as our parent company affiliate owns and operates it. With Kofile, Panola County has access to the world's foremost microfilm experts, leaders, technology, and machines. Kofile's history in providing services to government and meeting precise records management requirements is exceptional.

Kofile will create security back-ups on EPM's Archival LE 500 Silver Microfilm from the digitized and processed images. All microfilming procedures are archival quality and produced according to ANSI Standards. Images are scanned with the correct compression, no proprietary headers, and with the proper scaling.

REHOUSING

Sheets are placed in archival acid free folders, and housed in small plastic Iris® File-n-Stack Totes. Each box and folder is appropriately labeled as to its contents. See examples of previous phases exemplified below.



PROJECT PRICE QUOTE

This quote is presented via Kofile's TXMAS Contract No. **TXMAS-18-3602**. To purchase via TXMAS, please reference this contract number on the County's PO. Prices are good for 90 days without a signed agreement. Pricing is based on estimated page counts and billing occurs on actuals per the unit pricing quoted below.

PANOLA COUNTY DISTRICT CLERK DIGITIZATION OF HISTORICAL CASE FILES PHASE VII						
TXMAS-18-3602 PART NO	NIGP CODE	DESCRIPTION OF SERVICE	UNIT PRICE	UNIT QTY	LINE TOTAL	PRICE QUOTE
PHASE VI RECONCILIATION						
IND705	92030	Backfile Archival Indexing of Case Files	\$2.67/Doc.	1,799	\$4,803.33	\$4,803.33
PHASE VII ESTIMATE						
PREP702	96272	Pre-Preserve Stabilization, Archival Imaging, & Rehouse in Acid Free Folder & Box	\$1.533/Page	21,389	\$32,789.34	\$35,420.92
MMC701	91568	Digital Image to 16MM Archival Microfilm	\$0.05/Image	21,389	\$1,069.45	
IND705	92021	Backfile Archival Indexing of Case Files	\$1.533/Case	1,019	\$1,562.13	
PHASE VII PROJECT TOTAL						\$40,224.25

Phase VII Pricing Includes:

- Prep (remove staples, flatten, etc.)
- Image Capture & Processing
- Page Validation
- Deskew & Despeckle
- Create 16MM Microfilm
- Rehouse in acid free folders and small plastic Iris® File-n-Stack Totes
- Manually keying of case number, filed date, and parties—plaintiff and defendant
- Disaster Recovery Electronic Off-Site Backup of Images & Microfilm*

COUNTY ACCEPTANCE

- Pricing is based on estimated page counts and billing occurs on actuals per the unit pricing quoted above.
- Please note that if the project is not purchased in whole, then a minimum charge may apply per roll of microfilm.
- 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.

Signature of County Representative/Title

Date

TXMAS REPORTING REQUIREMENTS

Per the Texas Comptroller of Public Accounts (CPA), upon purchase of this TXMAS project, Panola County reports the order online on the TxSmartBuy System at <www.txsmartbuy.com/>. Panola County's State of Texas CO-OP Listing for TXMAS purchase reporting:

<i>CO-OP #</i>	C1830
<i>Expiration Date</i>	24-MAY-2019

Kofile is pleased to serve the Panola County District Clerk again. Please do not hesitate to contact me with any questions.

Sincerely,
Bob Summers
Bob Summers
Account Manager

sgr

CC: Sidney Burns, County Auditor
Panola County Auditor's Office
110 S. Sycamore, Room 213-A
Carthage, TX 75633

B. RECORDS MANAGEMENT AND PRESERVATION FUNDS
1. County Records Management and Preservation Fund

Statutes: Local Gov't Code §§ 118.052(3)(G), 118.0546, 118.0645; Gov't Code §§ 51.317(b)(4) and (c)(1); Code Crim. Proc. art. 102.005(f)(1); see also Local Gov't Code §203.003(6)

Ancillary funding statutes:

Gov't Code §101.0611(7) (District Court); Gov't Code §101.0814(4)(G) (Statutory County Court); Gov't Code §101.1013(4)(G) (Probate Court); Gov't Code §101.1214(4)(G)(County Court)

Source: Fee for filing civil case - \$5
Fee imposed on defendant convicted of an offense in county court, county court at law, or a district court - \$22.50.

Controlled by: Commissioners Court

Purposes: Records management preservation or automation purposes in the county.

Limitations: Expenditures from the fund require prior approval of the commissioner court.

Interpretation:

GA-1063 (2014): The fee imposed under Code Crim. Proc. art. 102.005 applies to a defendant convicted of an offense in a county-level court.

Donaldson v. Texas Department of Criminal Justice Correctional Institutions Division, 355 S.W. 3d 722 (Tex. App.-Tyler 2011, pet. denied): Court costs may be imposed against inmate whose affidavit of indigency is denied by the court.

2. Court Records Preservation Account

Statute: Gov't Code §51.708

Ancillary funding statutes:

Gov't Code §101.0611(3)(D) (District Court); Gov't Code §101.0811(7)(D) (Statutory County Court); Gov't Code §101.1212(4) (County Court)

Source: Filing fee in civil cases filed in county court, statutory county court, and district court, not to exceed \$10.

Controlled by: Commissioners Court

Purposes: Digitize court records and preserve the records from natural disasters.

Interpretation:

Donaldson v. Texas Department of Criminal Justice Correctional Institutions Division, 355 S.W. 3d 722 (Tex. App.-Tyler 2011, pet. denied); Court costs may be imposed against inmate whose affidavit of indigency is denied by the court.

2. District Clerk Records Management and Preservation Fund

Statutes: Gov't Code §51.317(b)(4) and (5); Code Crim. Proc. art. 102.005(f)(2)

Ancillary funding statute:

Gov't Code §§101.0611(7) and (7-a)

Source: Filing fees in civil cases – varying amounts: Gov't Code §51.317(b)(4) (\$10) and (b)(5) (not to exceed \$10)
Fee imposed on defendant convicted of an offense in district court - \$2.50.

Note: Effective September 1, 2019, the archiving fee is reduced from \$10 to \$5.

Controlled by: Commissioners Court

Purposes: To pay for specific records management and preservation, including for automation purposes, on approval by the commissioners court of a budget.

Interpretation:

GA-1063 (2014): The fee imposed under Code Crim. Proc. art. 102.005 applies to a defendant convicted of an offense in a county-level court.

Donaldson v. Texas Department of Criminal Justice Correctional Institutions Division, 355 S.W. 3d 722 (Tex. App.-Tyler 2011, pet. denied): Court costs may be imposed against inmate whose affidavit of indigency is denied by the court.
