

PANOLA COUNTY COMMISSIONERS' COURT AGENDA REQUEST

MEETING DATE: June 2, 2026

DEPARTMENT: District Clerk

CONTACT PERSON: Lindsey Smith

REQUEST SUBJECT: Approve expenditure of funds to Revolution Data Systems (RDS) for civil case file digitization.

COMMENTS: The District Clerk respectfully requests approval to expend budgeted funds for continuation of the preservation/backup project. Approximately 1,019 civil & family case files will be imaged and indexed. RDS will provide the District Clerk's Office with all images and metadata on a physical storage device.

BUDGETARY IMPACT: Project cost is \$24,842.60. The District Clerk's Preservation and Restoration budget (GL #100-450-54361) for 2026 is \$35,800.00.

April 28, 2026

Honorable Lindsey Smith
Panola District Clerk
Carthage, TX

RE: Civil Case File Digitization

Dear Mrs. Smith,

This proposal addresses the digitization of Panola District Clerk's Civil Case Files. All services are performed by Revolution Data Systems (RDS) at its *Conservation & Digitization Lab* in Dallas, TX.

RDS combines several different industry strengths under one roof - including a book and paper conservation team, bindery, an archival scanning department (with specialized equipment, including non-contact devices), and an indexing team. All recorder binders and Mylar sleeves are crafted in-house by the RDS team.

This proposal is available via RDS' cooperative purchasing (CO-OP) contract with Choice Partners (CP), *Contract No. RFP 25/018MF* for Technology Products & Services.

RECORDS ASSESSMENT & COST PROPOSAL Civil Case File Range A6992-A8011	
LEVEL OF SERVICE	PRICE QUOTE
Scanning, Indexing and Re-Prep of Civil Case Files A6992-A8011	\$23,844.60
Transportation:	\$998.00
TOTAL PRICE	\$24,842.60

Range and Volume Estimates:

Civil Records:

- Case File Range: A6992-A8011
- Estimated Cases: 1,019

Scope & Pricing Notes:

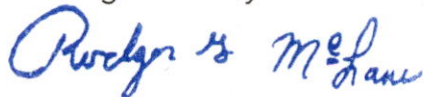
- Scanning includes image cleanup, thresholding, and zonal enhancements in addition to the basic services of crop, deskew, despeckle, and file naming by Book, Vol., & Page. Greyscale capture with output to bitonal.

- This pricing is good for 90 days from the date of this proposal for the inventory herein. This proposal is based on the condition of the inventory at the time of assessment. All quantities herein are Good Faith Estimates (GFE).
- Pricing includes costs for shipping and handling, including pickup /delivery.
- **Billing Terms:**
 - Net 30, invoice upon acceptance of work (unless otherwise agreed).
 - 50% due upon completion of RDS Lab Intake. Balance due upon final delivery and acceptance.
- All records are typescript (typed data).
- All files are stored in folders secured by brass tabs and staples. Records are stored on 34in. shelves
- This proposal includes the front of each file folder, and attachments and inserts (flip-ups) as individual images.
- The Panola District Clerk's office will remove the files from brads and staples in the file folders and prep for scanning.
- Replacement of fasteners (staples, brads, clips) will be included in this solution, and this level of service is subject to additional costs.
- File folders contain text on the front and inside of the file folder and will be scanned.
- All misfiles (records found in the incorrect folder) will be corrected as found.
- It is RDS' understanding that this inventory does not contain the following:
 - negative Photostats
 - tri-folded (shuck) files. Any records in deteriorated condition are reported to the County
 - oversized pages (which the industry deems as the smallest sheet edge measures more than 12").
- Digitization includes file naming each digital image by Case Type, Case Number, Plaintiff/Defendant and File Date.
- Indexing Services herein are defined as 'full or archival' indexing, to include capture of fields identified in this proposal.

RDS is not responsible for the long-term retention or storage of Customer physical and/or digital records following project completion. If the Customer does not accept delivery of its records within sixty (60) days of notice of intent to deliver, then storage and/or export fees will apply.

Project Acceptance:

Accepted and agreed to by the undersigned:



Signature

County Judge

Title of Authorized Official

June 2, 2026

Date

The client is assured that each RDS is committed to each project it accepts. If any delivered service is deemed unacceptable, RDS swiftly addresses it at no additional cost. RDS ensures records are protected, preserved, and seamlessly accessible for future generations. **Whatever it takes.**

The client reserves the right to inspect all deliverables for approval. All services meet standards overseeing preservation and archival digitization professional services. All treatment methods and materials are reversible and archival-safe.

Thank you for the opportunity to contribute to the preservation and digital access of your community's historical legacy captured in these public records.

Sincerely,

Olivia Fenelon

Olivia Fenelon, Account Executive
ofenelon@revolutiondatasystems.com
c/ 985.237.8814