

# KOFILE PRESERVATION

May 8, 2015 (Revised May 12, 2015)

Honorable Elizabeth McGill  
Tom Green County Clerk  
124 W. Beauregard  
San Angelo, TX 76903

Dear Hon. Elizabeth McGill,

Please find our quote for the preservation of 18 volumes of Tom Green County Clerk's Index to Deeds books detailed following. Preservation services include conservation treatments and digitization. Please note that prices are good for 90 days from the date of this quote.

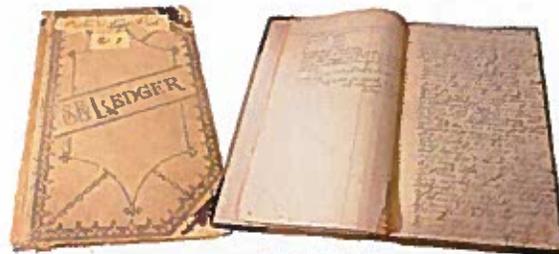
## PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the information and resources needed to preserve collections.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes, this includes preserving and removing the original from public access, and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair of the existing resource.

To ensure the longevity of these crucial volumes, Kofile performs all services in accordance with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works (AIC). Kofile is also an Awardee of a Library of Congress FEDLINK *Preservation Services for Library and Archival Collections* contract.

Kofile regularly addresses historical and permanent documents, including manuscript, typescript, Photostat, micrographic, tri-folds, blueprints, recreations, plats, and maps. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible.



*A historical volume from Titus County, Texas, before and after service.*

## DOCUMENT PRESERVATION SPECIALISTS

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

## TREATMENT SPECIFICATIONS

### *Dismantle*

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed by hand. Guillotine cutters are never employed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears. Only one document is cut at a time to ensure no text is lost.

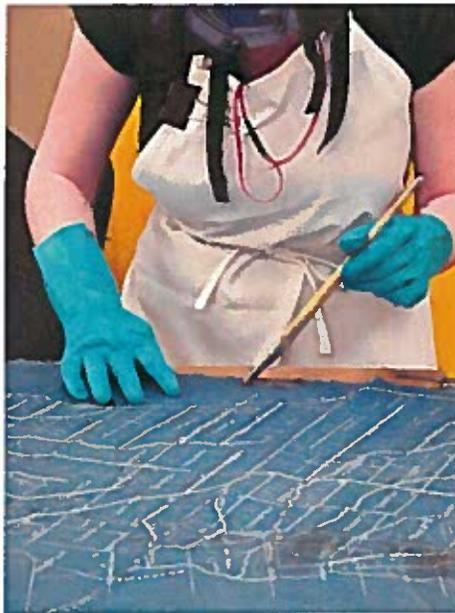
### *Surface Dry Cleaning*

Surface cleaning is a generic term for the removal of material deposits. This includes dust, soot, airborne particulate, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

### *Removal of Tape, Adhesives, or Old Repairs*

Pressure sensitive tape and adhesive residue are reduced as much as possible without further degradation to the original Document. When possible, tape is removed with Mechanical Heat Removal or Mechanical Peeling. The former is used when adhesive is loose, old, or brittle and the latter when removal by heat is unnecessary. If mechanical removal is unsuccessful, the next alternative is chemical. Previous repairs that cannot be removed safely will remain. Stains are reduced to the greatest extent possible after careful testing. Tape stains are reduced, but most stains are likely permanent.

Careful testing determines the possibility removing the laminated binding reinforcements. In a small percentage of cases, the adhesive resists the proprietary solvent and cannot be removed without damaging the paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the client directly, and the quoted lamination removal charges are not applied or are refunded.



Kofile carefully coaxes adhesives and tape—a mechanical method is pictured far left (by application of heat and pressure), and a chemical method (right).

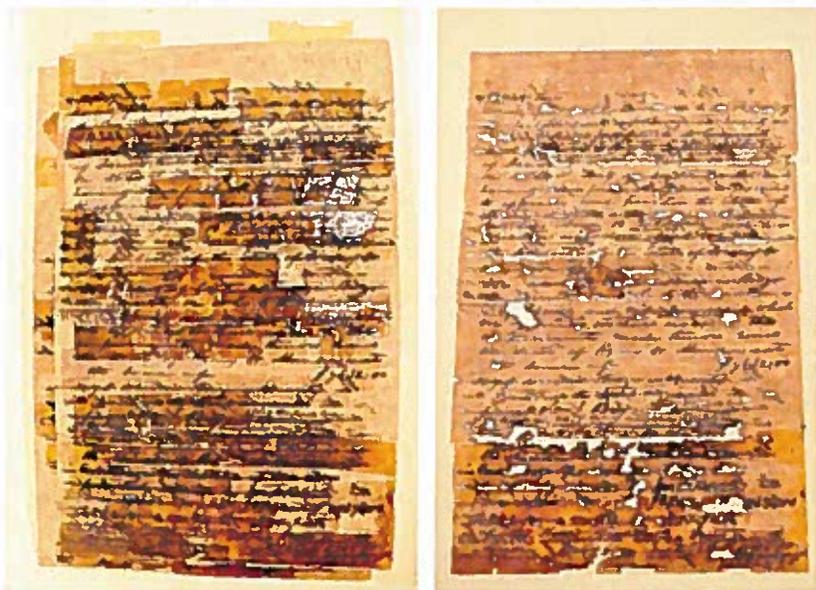
### Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears  $>1/2"$ .

All of the materials utilized for mending are acid-free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature. While visible to the trained eye, it does not distract from the Document.



Mending strips are water cut so the edge of the Japanese paper visually integrates with the Document. Filmoplast® may also be used for reinforcement of damaged sheets. Filmoplast® is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



An 1848 Probate Record before and after treatment. The image above shows a Kofile conservator piecing the document together after the tape was removed. The image to the right shows the page after deacidification, tape removal, and mending with archival Japanese tissue.

### Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance.

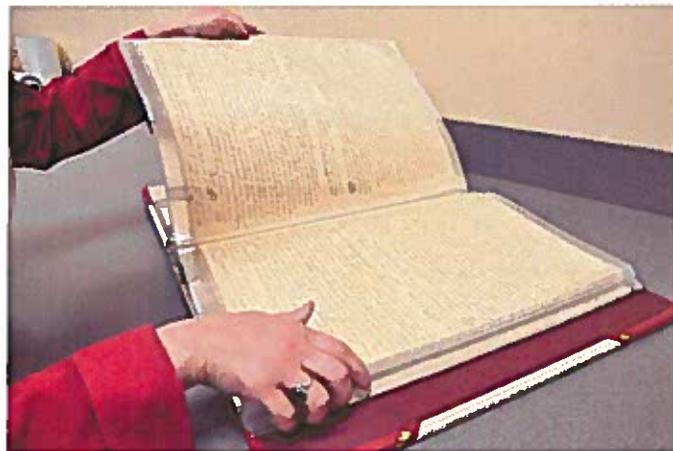
A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment, see *right*. The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet. Once the buffer is applied, the paper's pH is slowly altered. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.



### Encapsulation

In archival encapsulation, the document is free floating inside the envelope. It is not adhered or heat set. Each sheet is encapsulated in a *Lay Flat Archival Polyester Pocket™*, US Patent #7,943,220 B1, 5/17/2011.

The *Lay Flat Archival Polyester Pocket™* is available in custom sizes. Reemay® or spunbond polyester is welded in the pocket to offset the document's thickness and seal out atmospheric pollutants. This allows for a flat book block and reinforces the binding edge for added strength and years of service. Also, should Tom Green County need to access the original sheet, the Pocket would not need to be cut and replaced.

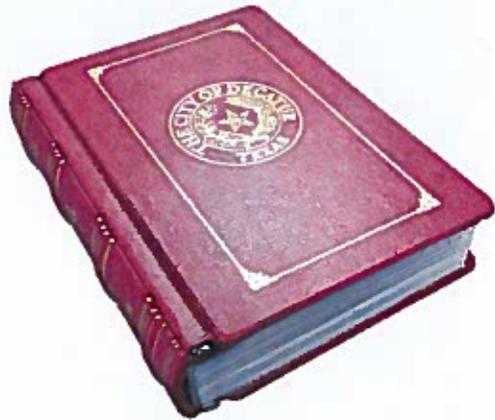


Kofile uses SKC SH725 PET polyester. Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film, otherwise known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.

This Pocket is welded closed on three sides and the binding process seals the fourth side with a static seal. Pocket dimensions match the 'book block' dimensions with a 1½" or 1¼" binding margin. The inherent static cling of polyester provides physical support and protection from daily public use.

### Heritage Recorder Binder

Polyester pockets are punched and volumes are hand-cased in books of 250 sheets or less. Due to the added bulk of the pocket, this process may include *splitting books with large capacities into two volumes*. Kofile manufactures binder components on a per-book basis, sized to 1/4" incremental capacities. We punch sheets to any hole specifications and will repair/replace index tabs as necessary.



A post binding secures this volume, but the binding can also be sewn bound to meet client specifications. This binder cover is available in various colors in genuine leather, imitation leather, or canvas. Kofile can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid free.

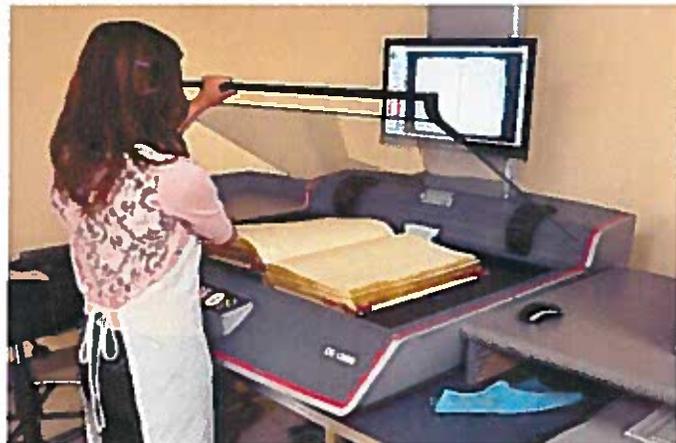
Kofile manufacturers binders solely utilizing lab-tested archival materials. All adhesives used in the construction of Kofile binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy maleate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH. The metal mechanism and book block apron are

### Title Stamping

Title stamping is reviewed and approved in advance. It will follow the same format/style of the originals. Tooling is performed with 23-karat gold foil. If errors are noted, Tom Green County is notified to determine appropriate correction. Any changes are approved by Tom Green County.

### 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.



Technicians are trained to handle fragile documents. Kofile always defaults to NARA technical guidelines for digitization. Upon request, Kofile stores an security backup of all images in case of loss, damage, or disaster.

### Digitization Standards

Images are captured at a minimum of 200 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 PDF format. Single-page images are stored in .001-.Onn (Page Numbers) extensions. Images are optimized and scaled for system output. Kofile makes use of gray-scale scanning techniques to ensure the optimum resolution. We verify effectiveness and minimum legibility through rigorous and systematic quality control.

### Image Capture

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

### Image Processing and Enhancement

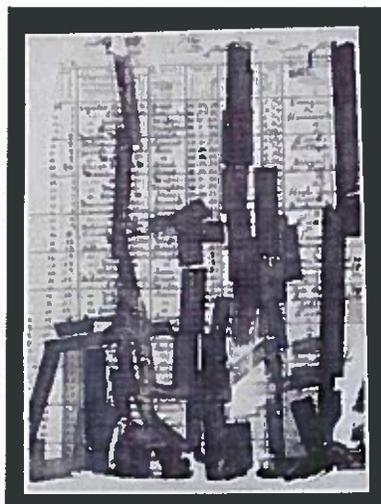
Kofile does not subscribe to the "scan it and forget it" philosophy. *IMAGE PERFECT* is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. This software automatically detects and compensates for a scanner's variances. The Assured Image delivers consistent, high-quality output.

*IMAGE PERFECT* uses custom image cleanup and zonal enhancements such as deskew, despeckle, character repair, and zonal processing. Kofile maintains 100% document integrity and image control with exclusive Image Locking and will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

During repair, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise integrity. *Quality Targets* establish the baseline digital capture quality. Kofile can measure



What would this image look like if imaged "AS IS?"



Imaging As Is—Presence of Tape Compromises Image Legibility



Document After Preparation For Imaging and Tape and Adhesive Reduction

the digitization physics at capture. The *Quality Target* serves as the foundation for quality assurance. *IMAGE PERFECT* measures each image for the following:

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

Images, even when scanned on different devices, are "normalized" as if captured on one scanner. Rather than using ad-hoc algorithms and tricks, this software measures quality and propagates data through an imaging chain. The *Quality Targets* establish the baseline digital capture quality of the scanner at capture.

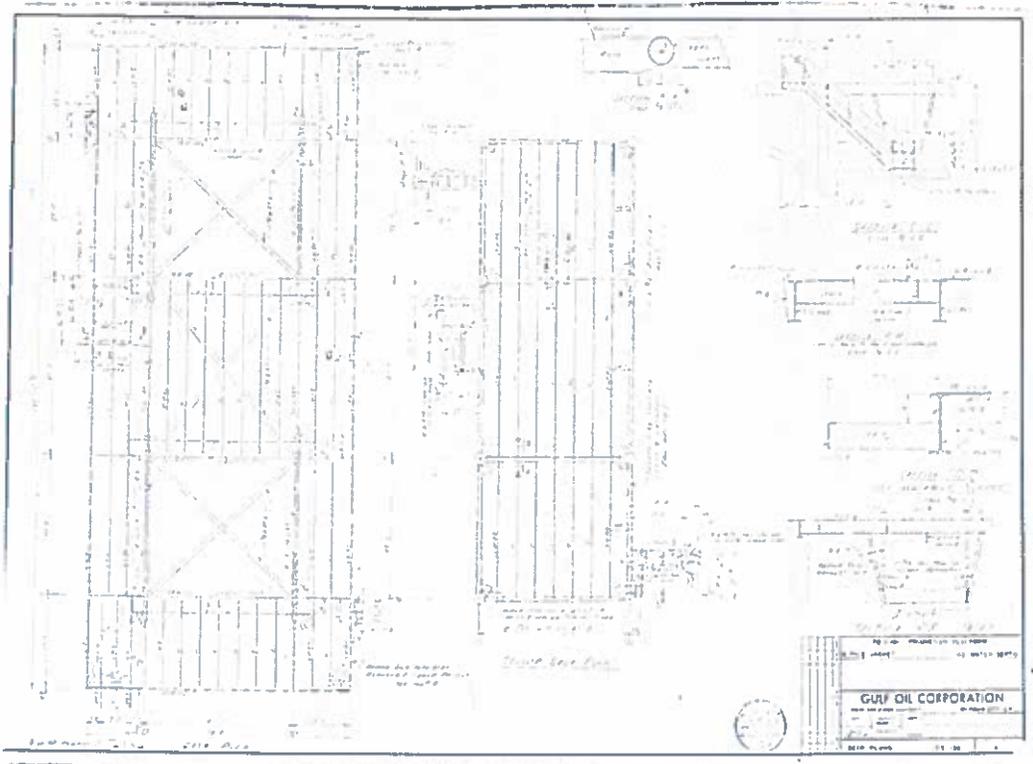
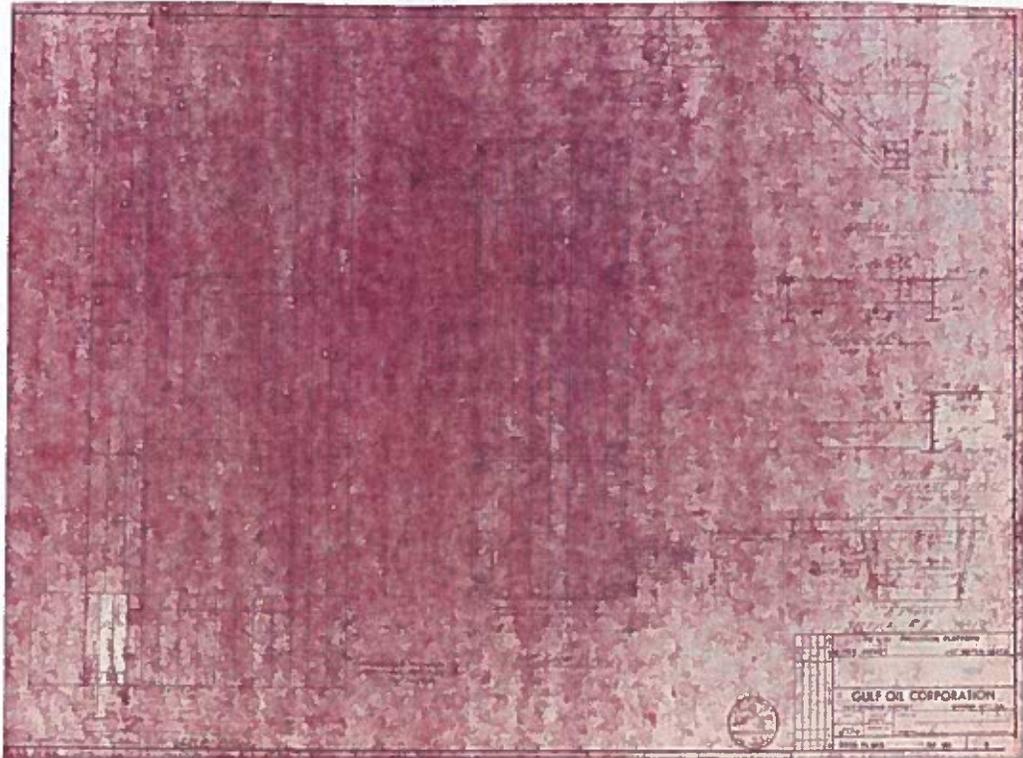
Annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

#### *Quality Control*

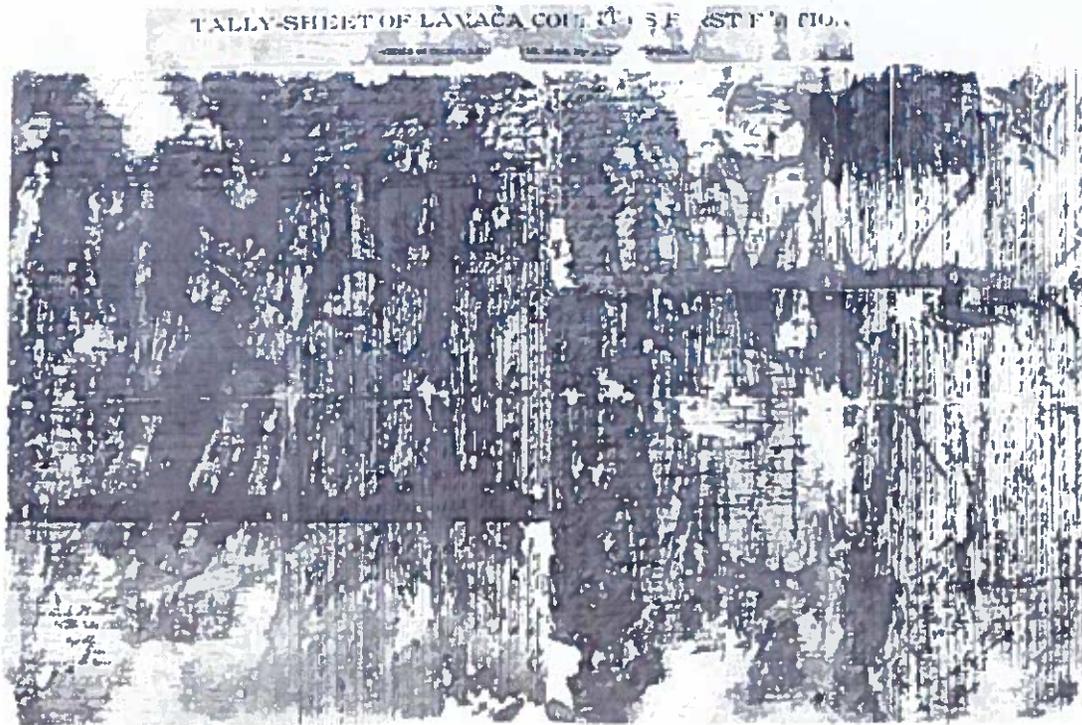
Quality control (QC) is a key element. Our QC process ensures that all images are certified. **Each image is sight checked during QC.** Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, during scanning, and during a post scanning review. Then, the process involves a statistical, random, batch-based review of 8% of all work before delivery. Each page is checked to ensure there are no missing pages, double feeds, and to account for "A" pages (which may have been added to the original book).

*The following pages provide examples of images before and after image processing by Kofile.*

An example of a plat before and after image processing at Kofile.



Before & After Image Processing: Lavaca County, Texas, Tally Sheet, 1846



TALLY-SHEET OF LAVACA COUNTY TEXAS

1846 Book upon which index stands, viz. the county map of 1846  
The books of the county of Lavaca Texas, from the date of its organization  
to the date of the publication of the index, viz. the 1st of January 1847  
The books of the county of Lavaca Texas, from the date of its organization  
to the date of the publication of the index, viz. the 1st of January 1847

No.	Name	Page	Page
1	James East		
2	James East		
3	James East		
4	James East		
5	James East		
6	James East		
7	James East		
8	James East		
9	James East		
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## SCOPE OF SERVICES

Each of the volumes will receive all of the following services:

### Preservation

- **Log.** Create permanent log (noting condition, page order, characteristics, and treatments).
- **Clean.** 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.
- **Conserve.** Remove non-archival repairs and fasteners, such as residual glues. Reduce adhesives and laminates to the furthest extent possible without causing damage to paper and inks.
- **Mend.** Mend tears with Japanese tissue. All materials are acid free and reversible. Sheets are also mended with either Japanese tissue and methyl cellulose adhesive, or archival acrylic based acid free and reversible heat set tissue such as Filmoplast®.
- **Stabilize.** Deacidify sheets after careful testing. Magnesium oxide deacidifies (or neutralizes) acid inks and paper by providing an alkalize reserve. This chemical is inert and safe, and does not degrade the sheet. Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .
- **Protect.** Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar. With a patented lay flat design, this envelope is welded to prevent invasion of atmospheric pollutants. The pockets are punched on the binding edge for the post binder.
- **Bind.** The volumes are rebound in custom *Heritage Recorder Binders*. These binders are manufactured on a per-book basis and are sized to 1/4" incremental capacities. They are available in imitation leather—with options for customized imprinting and a County seal. Index tabs are repaired/replaced as necessary.
- **Document.** A dedication and treatment report is included in the binders.
- **Quality Control.** Final quality check with reference to original log.

### Imaging

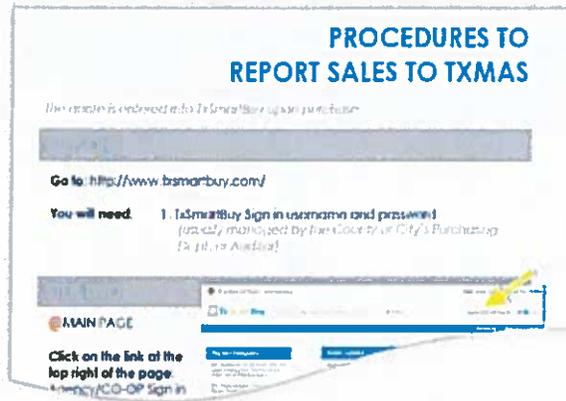
- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for documents with poor contrast and difficult-to-read information. Gray-scale scanning techniques ensure optimum resolution for each page.
- Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.
- Kofile's *IMAGE PERFECT* application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are electronically added on the re-created image to assist in record keeping.
- All images are certified. Each and every image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
- We will make one MASTER COPY (DVD or CD) and a COPY for the County upon completion. We can also hold a security copy at our facilities for safe keeping. We do not re-sell, distribute, or grant unauthorized access to County records/documents. They are strictly the County's property.

**TXMAS REPORTING REQUIREMENTS**

The Texas Comptroller of Public Accounts (CPA) has new regulations. To purchase this TXMAS project, Tom Green County must enter the order online on the TxSmartBuy System at <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>.

Please review the attached instructions outlining the new process (excerpted right).

Tom Green County's CO-OP Listing, per the CPA's website:



CO-OP #	C2260
Contact	Johnny Grimaldo
Email	jgrimaldo@co.tom-green.tx.us
Expiration Date	06-MAR-2016

**TXMAS LINE ITEMS**

Please reference **TXMAS Contract No. TXMAS-13-36010** on the County's Purchase Order. Prices are good for 90 days. Please note that page counts are all based on estimates as provided by the County Clerk's Office. Billing will occur on actual page counts.

TOM GREEN COUNTY CLERK TXMAS LINE ITEMS						
PART NO.	NIGP CODE	DESCRIPTION	UNIT PRICE	UNIT	QUANTITY	TOTAL PRICE
PRV003	96272	Preservation of Historical Record Books— (Conservation, Archival Imaging, Rebinding)	\$2,750.63	Book	18	\$49,511.34
PRV004	96272	Additional Paper Conservation	\$144.28	Hour	93.9924	\$13,561.22
TOTAL						\$63,072.56

**PROJECT PRICE QUOTE**

Please note that all pricing is valid for 90 days.

TOM GREEN COUNTY CLERK PRESERVATION OF RECORD BOOKS					
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Index to Deeds	1	649	Loose Leaf/Sheet Extenders	Preserve/Image	\$3,637.31
Index to Deeds	2	725		Preserve/Image	\$3,496.19
Index to Deeds	3	725		Preserve/Image	\$3,496.19
Index to Deeds	4	725		Preserve/Image	\$3,496.19
Index to Deeds	5	725		Preserve/Image	\$3,496.19
Index to Deeds	6	725		Preserve/Image	\$3,496.19
Index to Deeds	7	725		Preserve/Image	\$3,496.19
Index to Deeds	8	725		Preserve/Image	\$3,496.19
Index to Deeds	9	725		Preserve/Image	\$3,496.19
Index to Deeds	10	725		Preserve/Image	\$3,496.19
Index to Deeds	11	725		Preserve/Image	\$3,496.19
Index to Deeds	12	725		Preserve/Image	\$3,496.19
Index to Deeds	13	725		Preserve/Image	\$3,496.19
Index to Deeds	14	725		Preserve/Image	\$3,496.19
Index to Deeds	15	725		Preserve/Image	\$3,496.19
Index to Deeds	16	725		Preserve/Image	\$3,496.19
Index to Deeds	17	725		Preserve/Image	\$3,496.19
Index to Deeds	18	725		Preserve/Image	\$3,496.19
TOTAL (18 volumes, 12,974 pages)					\$63,072.56

COUNTY ACCEPTANCE	
BY: <i>Steve Hest County Judge</i>	DATE: <i>6-8-15</i>
(Signature of Authorized Official/Title)	

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

Sincerely,

*Stacy Cortesano*

Stacy Cortesano  
Account Manager  
stacy.cortesano@kofile.us

cec/sg