

July 8, 2024

Honorable Theresa Carrasco  
Atascosa County Clerk

# Archival Microfilm Vault Storage

## Calendar Year 2025

**SUBMITTED BY:**

John Rickerby  
Account Executive  
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Theresa Carrasco  
 Atascosa County Clerk  
 1 Courthouse Circle, Suite 102  
 Jourdanton, Texas 78026

Dear Honorable Theresa Carrasco,

This proposal addresses the Atascosa County Clerk's archival microfilm storage and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include archival microfilm storage within Kofile's climate-controlled media vault. 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 your 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 and 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) and is an Awardee of a Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

**SCOPE OF SERVICES**

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

*Archival Microfilm Storage (VAULT)*

- Archival microfilm storage in Kofile's climate-controlled media vault.
- Continuing annual storage.

PROJECT OVERVIEW						
RECORD TYPE	QUANTITY	ANNUAL COST PER ROLL	STORAGE TERM	ORIGINAL FORMAT	LEVEL OF SERVICE	LINE-ITEM TOTAL
Archival Microfilm Storage	1,610 microfilm rolls	\$3.85	1/1/2025 to 12/31/25	Roll film,	VAULT	\$6,198.50
<b>PROJECT TOTAL</b>						<b>\$6,198.50</b>

This proposal shall be governed by the terms of use found at [www.kofile.com/termsandconditions/](http://www.kofile.com/termsandconditions/).

Payment Terms: Pay 100% upon executed agreement and with receipt of invoice issued after 1/1/2025 from Kofile.

**CUSTOMER ACCEPTANCE**

**KOFILE ACCEPTANCE**

\_\_\_\_\_  
Signature of Authorized Official

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Signature of Authorized Official

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Print Name of Authorized Official

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Print Name of Authorized Official

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Title of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ACCESSIBILITY OF RECORDS**

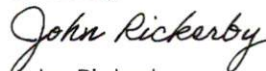
Records held at Kofile are maintained as private and confidential material. The Atascosa County Clerk guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, 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 the Atascosa County Clerk. This policy applies to any agreement, verbal or written, between Atascosa 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 Atascosa 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 the Atascosa County Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,



John Rickerby

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