



April 12, 2017

Honorable Nancy E. Rister
Williamson County Clerk
Williamson County Justice Center
405 Martin Luther King St.
Georgetown, Texas 78626-4901

RE: Preservation of Volumes and Loose Documents

Dear Hon. Nancy E. Rister,

This quote addresses the preservation of 25 volumes and one bag of loose documents for the Williamson County Clerk's Office. All services will be completed by Kofile Technologies, Inc. (Kofile). All pricing is based on Good Faith Estimates of page counts and is good for 90 days from the date of this quote.

PROJECT UNDERSTANDING

Kofile Preservation, Inc. now known as Kofile Technologies, Inc. (Kofile) is uniquely qualified to address the long-term management, preservation, digital access, and storage of any permanent retention records and active records. Preservation insures the survival of **source originals** for the application of future technologies.

Our staff is trained in paper conservation methods developed specifically for books and documents used by County, Municipal, and other government offices. Kofile Technologies employs over 60 conservation technicians, many have 10-30 years of experience.

Without proper care, irreplaceable records may be lost. The ravages of time, acidic papers, acidic inks, usage, temperature, humidity, UV light, improper storage, and unforeseen disaster threaten their existence.

Preservation will minimize chemical and physical deterioration, and prevent the loss of text. It will prolong the existence and useful life of the item. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource to protect or stabilize it from further deterioration.



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

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

CONDITION ASSESSMENT

This collection of is in fair to critically poor condition. Many of the volumes contain pages that have extensive ink transfer and are extremely fragmented, brittle, and yellowing.

Photographic documentation and additional areas of concern of these volumes continue on the following pages.

Mechanical Damage (Use & Abuse)

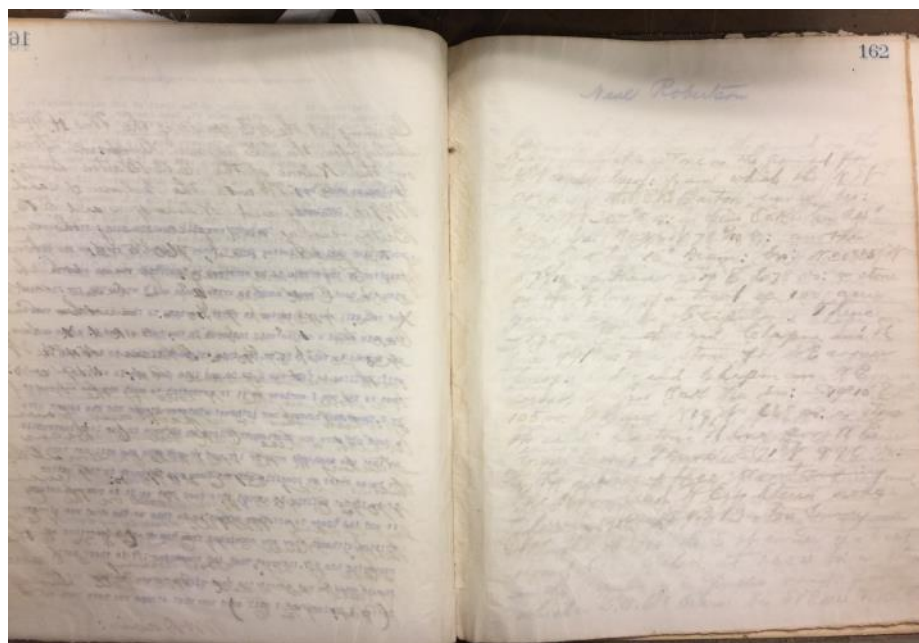
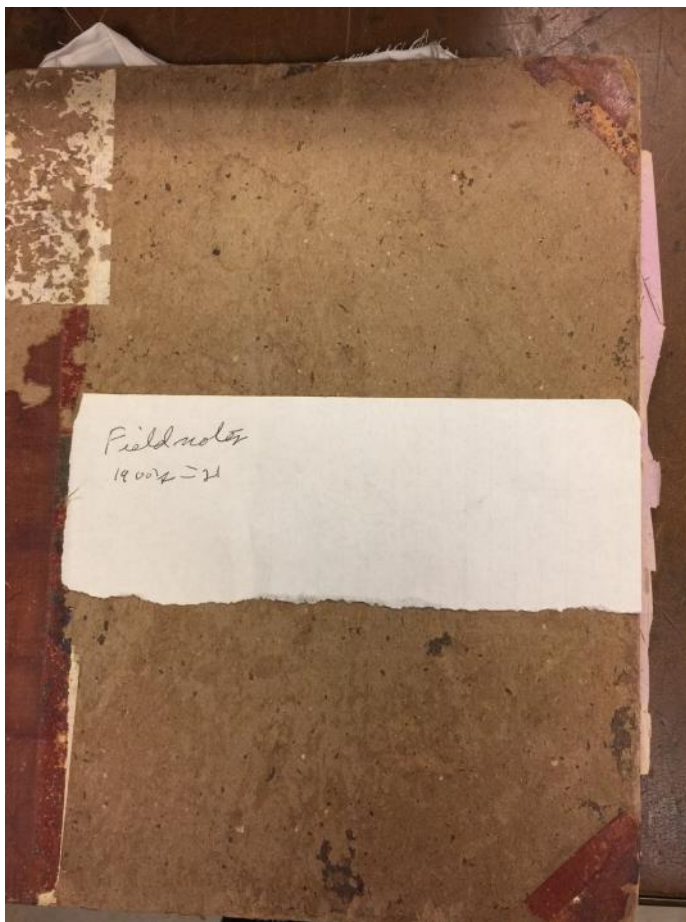
Everyday use greatly effects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Even with careful use, exposed fragments become abused.

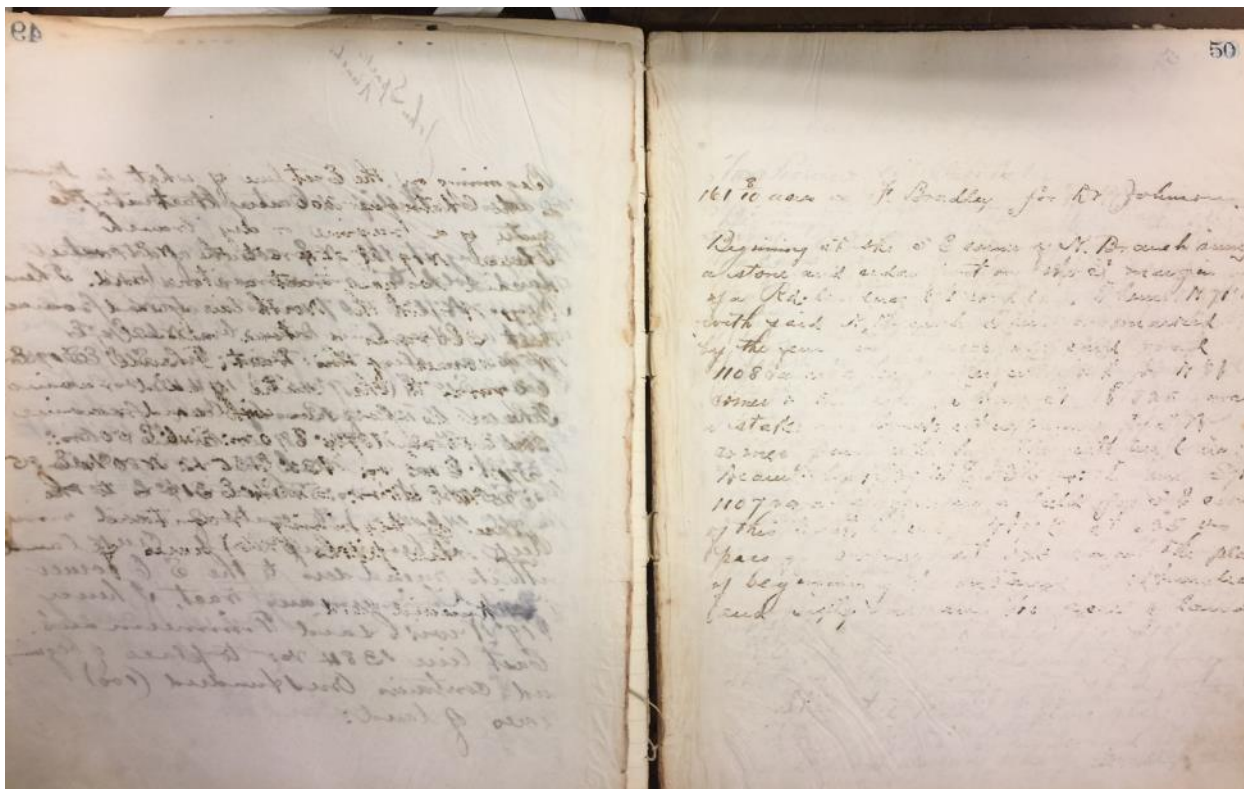
Acidic Ink

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.

Acidic Paper

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





Broken Book Block

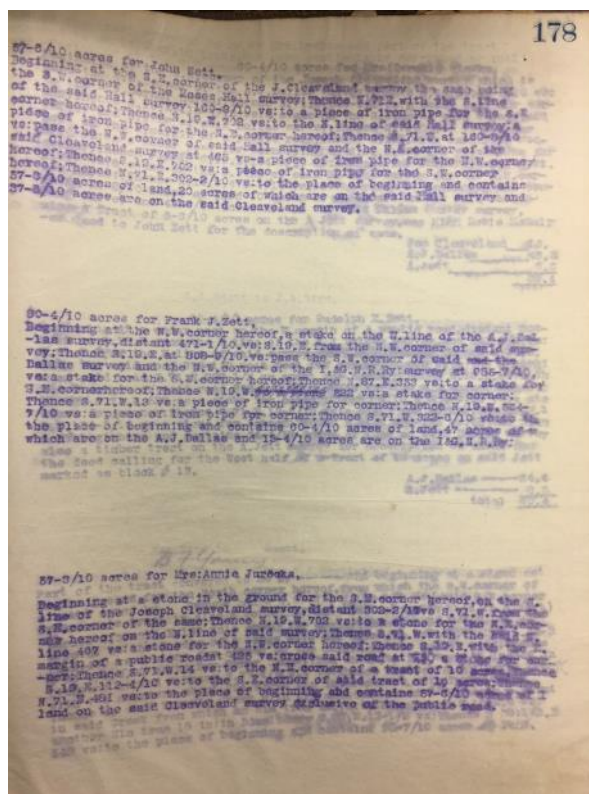
Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments are abused and susceptible to loss.

Binding Margin

Sometimes a book contains sheets in which the writing continues into the binding margin. To rebind and protect these sheets, encapsulation, not punching, is the only solution. This is also true of books that previous vendors have guillotined.

Guillotining

Always question vendors if they recommend power cutters to dismantle sewn books. Kofile never attempts any procedure potentially resulting in a loss of text or weakening of document integrity. For these purposes, we do not endorse or practice guillotining. A sheet's binding margin should never be compromised.



Non-Archival Quality Materials

The off gasses of deteriorating metal or rust contribute to the chemical breakdown of historic volumes and documents. 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 completely destroy the fabric of the volume. Another symptom of metal oxidation is *foxing*, or fox-like reddish and brown color stains or blotches on paper.



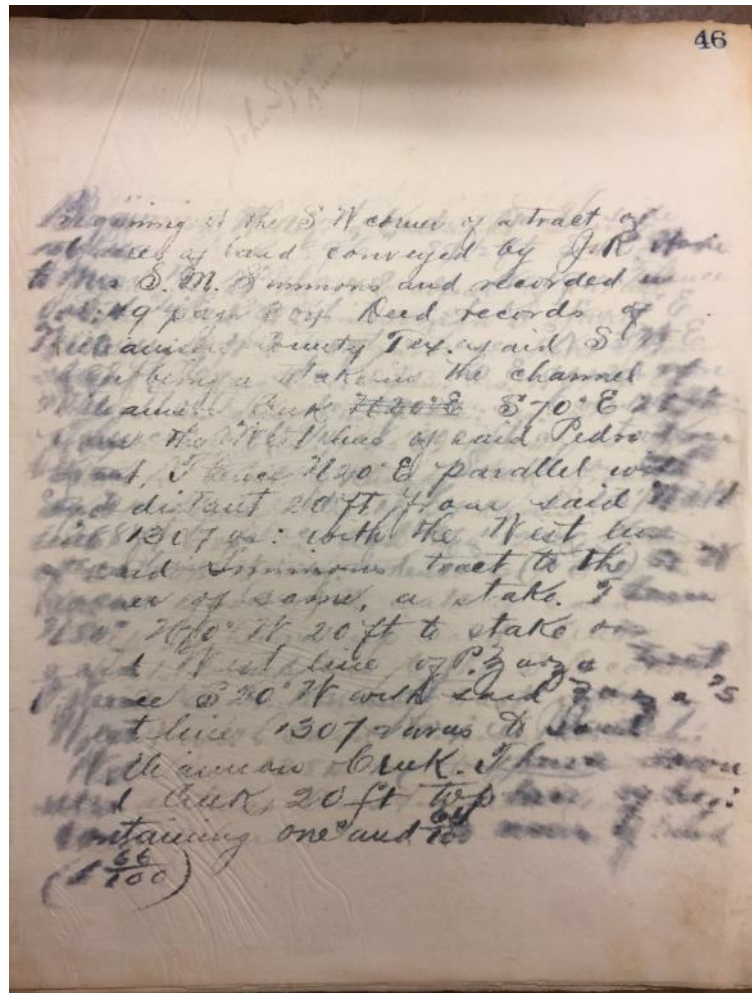
Temperature & Humidity Monitoring

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 or records facility (especially on weekends).



SCOPE OF WORK

Kofile addresses each volume individually based on its specific needs. Binding and encapsulation choices are discussed at pick-up, at the County's facility, with the authorized County staff signing off on the proposed general treatment.

Deacidification is recommended for records with either acidic inks or paper. This is confirmed by spot testing of the sheet's pH level.

If a binder's pages are fragile or torn, with a compromised binding (or broken book blocks) or compromised binding margins, then rebinding is crucial to the life of the record. Compromised binding margins (data was recorded close to the binding margin) may require encapsulation in Mylar pockets. Therefore, the pockets themselves are punched for binding in a post binder. For these records, Kofile recommends encapsulation and rebinding in Heritage Recorder binders. Otherwise, binding options are discussed at the time of pickup, and loose leaf or sewn binding identified, as well as binding cover materials. Only volumes with high fold endurance (paper strength) are recommended for sewing.

It is at Kofile that each volume is assessed page-by-page. As noted below, any special conditions are noted for treatment. A general course of treatment is outlined following:

Document Treatment

Maintain an information log for each volume noting the following:

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Technologies. It records original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.



Dismantle Bindings

Dismantle bindings completely, following accepted archival restoration guidelines. Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents. Cutting or chopping is unacceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides.

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

Surface Dry Clean

Sheets are surface cleaned to remove deposits. This includes dust, soot, airborne particulates, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

Repair/Restore

- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends are removed to the extent possible without causing damage to paper and inks.
- Mend and guard paper tears with Japanese tissue. All materials are acid free and reversible. Mending tissue is lightweight, closely matching in color and flexibility, eliminating formation of a breaking point in the sheet. Kozo paper, in both natural and white finish, is used due to its strength and transparency after application.
- Adhesive for all tear repairs and guarding of folios is ethyl cellulose paste or proven equal. Sufficient press time is allowed after mending to ensure paper will not cockle and that the text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.



An 1848 Probate Record before and after treatment. A Kofile conservator pieces 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.

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance. Flatten sheets as necessary.

Deacidify

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Technologies to spray both sides of the sheet to ensure complete buffering of the paper. The final pH of paper treated with magnesium oxide is about 8 with an alkaline reserve of 2-4%. Pages will be tested prior to treatment to determine compatibility of media with the process.



Re-sew/Re-bind

ENCAPSULATED RECORDS

- Encapsulate sheets, as necessary, utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil). Envelopes are uniform size with welded seals. Kofile utilizes SKC Films, Skyroll SH72S®, for all of its encapsulation projects. Each sheet is encapsulated in a custom Lay Flat Archival Polyester Pocket™.
- Pockets are stuffed and punched for binding. New binders are tooled with 23-karat gold foil. Title stamping will generally follow the same format/style of originals and/or previous restored volumes.
- If encapsulated, a volume may return as two volumes, depending on page count. Original volumes of 350 pages or more are usually split into two or more parts. A dedication and treatment report is included in the binder.



REBOUND RECORDS

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- Sewing is done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread is chosen from unbleached linen stock or proven equal. Tapes are linen or cotton.
- Backing material is linen of 50-75 threads/square inch weight.

- End sheets are chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine Ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
- Hinge is of Library Buckram or proven equal and must open with no strain on text block.
- Boards are of acid-free binder board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
- Cover material is leather, imitation leather, buckram or canvas.
- Tooling is performed with 23-karat gold foil.

Quality Control

- A final quality check is conducted with reference to original log sheet.
- Remove and return all blank pages, where practical. Note of location of removed blanks to be inserted into appropriate volumes (Example: Blank pages #55-122 were removed during conservation treatment (see Treatment Report) Oct. 2017).
- A Treatment Report, referenced to the information log, is provided for each completed volume.

All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice. Alterations, changes or insertions of any new material in any record is strictly forbidden.

PROJECT OVERVIEW

| WILLIAMSON COUNTY CLERK BOOK PRESERVATION PROJECT | | | |
|--|------------------------------|-------------------|-------------|
| RECORDS SERIES TITLE | QTY. | LEVEL OF SERVICE | TOTAL |
| Books | 25 vols. & 1 bag misc. docs. | Full Preservation | \$66,543.00 |
| TOTAL | | | \$66,543.00 |

COUNTY ACCEPTANCE

- ▶ Without a signed Agreement, prices are good until January 2018. Upon approval, pricing remains firm for the contract term.
- ▶ Pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual counts based upon agreed upon unit pricing; not to exceed the P.O. with written authorization from the County.
- ▶ Books are estimated to be picked up in October 2017 and delivered in December 2017. Please note that this time frame is an estimate and is subject to alteration.

PURCHASING VEHICLE (Please check one to indicate purchasing vehicle selection)

☐ TXMAS (Subject to Addition of TXMAS Fee) ☐ OPEN MARKET ☐ OTHER

Signature/Title of County Representative

Date

PROJECT INVENTORY & ITEMIZED PRICING

The following tables includes the project inventory and itemized pricing. Pricing is based on Good Faith Estimates of page counts.

KEY

(Sheet) Format

M Manuscript (handwritten)
BD Sewn Binding

T Typescript (typed)
SS Single-sided

LL Loose Leaf

Condition

G Good F Fair P Poor
XP Very Poor XXP Extremely Poor XXXP Critically Poor

WILLIAMSON COUNTY CLERK PROJECT INVENTORY & ITEMIZED PRICING

| RECORD SERIES TITLE | VOLUME | DATE | PAGE COUNT | NOTES | PRICE QUOTE |
|--|---------------|--------------------|------------|--|-------------|
| Survey County of Williamson | No. 1 | 10/13/1874 | 104 | <i>A-Z index</i> | \$824.00 |
| Survey File Book B 1073 | No. ? | 1/13/1887 | 80 | <i>Front index</i> | \$720.00 |
| Field Notes | | 1900-1921 | 204 | <i>XXXP with ink transfer throughout</i> | \$1,957.00 |
| Alma Williams Milam County Field Notes for Williamson County | | 1850 | 500 | <i>Back index. XXXP with ink transfer throughout</i> | \$3,675.00 |
| Surveyor's Records | B | | 640 | <i>Pencil. SS. In box.</i> | \$4,480.00 |
| Volume B Transcribed | | | 600 | <i>Pencil. SS. In box.</i> | \$3,600.00 |
| Surveyor's Records | E (pg. 1-178) | | 640 | <i>SS. Blanks.</i> | \$3,840.00 |
| Surveys | | 10/1921-10/1926 | 293 | <i>M. Index. Onion skin paper. Very delicate.</i> | \$2,051.00 |
| Surveys | | 1916-1921 | 207 | <i>M. Onion skin paper. Very brittle</i> | \$2,898.00 |
| Ledger: Surveyor | | 1910 May | 387 | <i>Blanks throughout</i> | \$3,096.00 |
| Survey Records | | 1875-1876 | 322 | <i>Index. Brittle</i> | \$2,898.00 |
| Minutes of Commissioners Court Equalization | | | 406 | <i>BD. Good condition.</i> | \$2,436.00 |
| County Commissioners Appropriation & Expenditures | | 11/30/1957-01/1963 | 300 | <i>LL. 8 tabs</i> | \$1,975.00 |
| Criminal & Civic Minutes | | 1870-1876 | 574 | <i>BD</i> | \$4,018.00 |
| Criminal, Civic, Probate Minutes | #4 | 1867-1876 | 90 | <i>BD</i> | \$650.00 |
| Expenditures Lateral Road Fund | | | 82 | <i>BD. Index. Lots of glue</i> | \$902.00 |
| County Surveyors Survey Road | G | | 686 | <i>LL. 40 attach. Brittle</i> | \$4,116.00 |
| Transcribed Record Surveyors Patent Field Notes | E & F | | 358 | <i>2 indexes.</i> | \$2,506.00 |

| WILLIAMSON COUNTY CLERK PROJECT INVENTORY & ITEMIZED PRICING | | | | | |
|---|--------|----------------------------|---------------|---|-------------|
| RECORD SERIES TITLE | VOLUME | DATE | PAGE COUNT | NOTES | PRICE QUOTE |
| Jury Docket Williamson County | No. 1 | | 208 | <i>BD. Index w/ 9 custom tabs.</i> | \$1,636.00 |
| Road Minutes | | Feb. 1881-Mar. 4, 1884 | 334 | <i>Index</i> | \$2,004.00 |
| Road Minutes | No. 2 | | 446 | <i>BD. Index.</i> | \$2,676.00 |
| Commissioners Court Docket | | Aug. 10, 1897-Apr. 1, 1907 | 278 | <i>BD</i> | \$2,224.00 |
| Bonds & Etc. | No. 1 | | 173 | <i>BD/M 4 attach.</i> | \$1,211.00 |
| Grand Jury | | Jan. 3, 1921-Oct. 15, 1928 | 408 | <i>BD</i> | \$2,040.00 |
| Grand Jury Minutes | | 1929-1936? | 560 | <i>BD. 40 blank pgs.</i> | \$3,360.00 |
| Plastic Bag Misc. Documents | | | 475 | <i>Loose docs. In plastic bag. Half very brittle.</i> | \$4,750.00 |

Please do not hesitate to contact us with any questions. We look forward to serving Williamson County once again.

Sincerely,
Dennis Curran
Dennis Curran

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