

HONORABLE NANCY E. RISTER
WILLIAMSON COUNTY CLERK

ARCHIVAL DIGITIZATION OF COMMISSIONERS COURT MINUTES

WITH QUICKLINK® ACCESS SOLUTION
& VANGUARD SEARCH APPLICATION

MARCH 21, 2018—REVISED APRIL 11, 2018

KOFILE TECHNOLOGIES, INC.
6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235
P/ 214.351.4800 F/ 214.442.6669
INFO@KOFI.E.US WWW.KOFI.E.US



TABLE OF CONTENTS

I. EXECUTIVE SUMMARY	1
II. PROJECT EXECUTION	2
Location of Work.....	2
Vaults	2
System Security.....	3
Production Tracking System (PTS)	4
Service Delivery	4
Information Requests	4
Ownership of Data	5
III. ARCHIVAL DIGITIZATION METHODOLOGY	6
Imaging Overview	6
Vanguard Search Application	9
QuickLink® Access Solution	10
IV. PROPOSAL PRICING	12
Project Overview	12
GSA Schedule 70 Contract Cooperative Purchasing.....	13
Project Inventory	15

CONTACT INFORMATION

KOFILE TECHNOLOGIES, INC.

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235

p/ 214.351.4800

f/ 214.442.6669

BILLY GERWICK

ACCOUNT MANAGER

c/ 832.373.9124

BILLY.GERWICK@KOFIL.E.US

MICHAEL COBB

EXECUTIVE SPONSOR

MICHAEL.COBB@KOFIL.E.US

SUSANNA RECORDS

CONTRACTS COORDINATOR (GSA)

p/ 214.351.4800

f/ 214.442.6669

SUSANNA.RECORDS@KOFIL.E.US

I. EXECUTIVE SUMMARY

This quote addresses the archival digitization of the Williamson County Clerk's Commissioners Court Minute books and Indexes. This collection is comprised of 107 books in 120 binders with a Good Faith Estimate of 94,155 pages. Recommended services include archival imaging and processing and a QuickLink® Access Solution and Vanguard Search Application.

This project will relieve dependence on paper by ensuring superior digital images are accessible for electronic retrieval. Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Williamson County Clerk's modernization goals. We have taken an innovative approach to this project to ensure a successful outcome. All pricing herein is good for 90 days from the date of this proposal.

**DO IT ONCE,
DO IT RIGHT,
DO IT FOREVER**

This philosophy is the driving force placing Kofile above other imaging competitors. Kofile's services are not 'as-is' or 'scan it and forget it.' Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Williamson County is guaranteed that all work is the highest quality and free of distortion or information loss due to capture. Williamson County is assured of the survival of the Best Original Image for the application of current and future technologies.

With Kofile, Williamson County saves money, eliminate exposure of assets at multiple locations. With headquarters located in Dallas, TX, Kofile can work side-by-side with the County Clerk. Billy Gerwick, Account Manager, will handle all communication with the Williamson County Clerk and ensure the project is completed on schedule and according to Williamson County's standards. Kofile appreciates this opportunity to be of service to the Williamson County Clerk in this engagement.

PROJECT GOALS

- ✓ *Modernize & upgrade office systems*
- ✓ *Eliminate or reduce manual lookups & searches*
- ✓ *Expedite searches with more records available for electronic retrieval*
- ✓ *Progress towards a paperless office*
- ✓ *Protect original records by reduction of daily use*
- ✓ *Reclaim space in the public records area*

II. PROJECT EXECUTION

LOCATION OF WORK

The location of work for this project is Kofile's corporate headquarters at 6300 Cedar Springs Road in Dallas, TX, see pictured. Kofile possesses a history of responsibility, and it has invested in facilities with superior security to mitigate loss and destruction before they occur.

Our Dallas facility is a fire-resistant brick and concrete building with structural steel support members and fire-rated walls, ceiling, and flooring. The Kofile facility is F5 Tornado Resistant according to an architectural assessment performed by Tanner Consulting, January 2010.

Due to the sensitive nature of the data, Kofile provides multiple security measures. Kofile combines a 24/7 manned on-site security person with electronic surveillance. A state-of-the-art security system protects the entire building. In addition to the Motion Detector Security System, Kofile follows rigorous end-of-day closing and lock-down inspection protocol.



Williamson County is welcome to inspect the Kofile facility—with or without notice—at any time.

Regulated Facility Environment

Kofile has 24-hour temperature and relative humidity (RH) controls. All work areas for original Documents meet the Texas State Library and Archives Commission's recommended archival climate control standards. Kofile has four independent HVAC systems with programmable thermostats. Each vault has a separate and independent HVAC system. The HVAC for the work and storage areas are constantly set at 70°F. The level of relative humidity (RH) is maintained at a percentage in the mid-fifties.

The laboratories are windowless and centrally located to eliminate exposure to ultraviolet (UV) light. Kofile does not have any issues with pest control. The building is regularly maintained. Food and drinks are not permitted in the conservation areas by anyone, for any reason. Records being treated for mold or pests are quarantined in standard polyethylene bags, separate from other records, until remedial treatment is complete.

VAULTS

The Dallas facility has three vaults. Each vault is secured with Level 5 vault doors with a 4-Hour UL Rating of at least 350°F. Each vault has its own independent HVAC system, monitors for humidity and temperature, and controls for airborne particulates (monitored by analog methods). Kofile actively monitors for micro-organic growth.

Daily protocol requires that records removed from the vault for work must be in the custody of a technician at all times. When records are not undergoing treatment, they are immediately returned to the vault area.



Kofile provides storage services for microfilm, microfiche, and other types of data in its Media Vault. Kofile randomly performs spot tests to safeguard against certain contaminations, such as Vinegar Syndrome, mold, mildew, and/or Redox on microfilm. Acetate Base Film is separated from Polyester Base Film and is stored in separate storage boxes to help eliminate film contamination, as Eastman Park Micrographics, Inc. (EPM) recommends.



Kofile can retrieve any part of the microfilm/data and transmit the requested microfilm/data to a customer electronically or through other means. The client owns all of the stored microfilm/data, and Kofile will not sell or distribute the microfilm/data in any way.

SYSTEM SECURITY

Kofile works in a secured, directory-based environment. Kofile employees are subjected to background checks and extensive interviews. Before they are allowed to work with confidential records, technicians must graduate a series of work-effort tiers.

Our operator terminals are configured to ensure that no data can leave the facility. Any employee who works on a project is issued a username and password to access images. Rights are assigned to individual images as “read only.” Only approved employees have the passwords to change image permissions (access or alter an image). Therefore, no one can delete or modify images without authorization. All activity of this nature is logged.

Kofile establishes positive control over each item. Our SQL imaging database maintains a complete audit trail throughout each step for inventory control. We have managed numerous projects and have not lost any media or source files. Irreplaceable roll film, aperture cards, cartridges, paper files, charts, maps, and microfiche are all handled in this manner, without loss.

Kofile's server architectures allow redundancy of data operations in multiple locations. Data is regularly backed up to allow services to resume without interruption. Scanned information is captured on local workstations and processed in batches. After capture, batches are stored on centralized servers. Index servers are also backed up. After indexing, data is batch processed on central servers. These are backed up nightly, and the entire group of information is stored on archive servers. These data sets are moved to tape with multiple copies maintained offsite and within the vault noted previously. A backup implementation and rotation schedule is provided upon request.

PRODUCTION TRACKING SYSTEM (PTS)

An integral part of project management relates to the cataloguing of incoming files and tracking. Kofile uses its Production Tracking System (PTS) capability to produce unique IDs for each control unit. PTS provides staff with the tools necessary to establish positive control of the project and to manage the inventory of images, boxes, and microfilm continuously. Kofile employees can track the individual status of each document traveling through our system. PTS is also used for audit tracking purposes for each employee.



SERVICE DELIVERY

Trained personnel handle documents with the utmost care. For projects with large inventories, records are transported in our secure 18-foot truck. The cargo is held in a climate-controlled environment. This vehicle boasts a 4,000



lb. lift gate, air suspension, and air brakes. This truck is also equipped with extra security features, including back-up cameras and an anti-lock braking system. Executives monitor location, warning signals, and environmental conditions during transport.

INFORMATION REQUESTS

"Hot Shots," or Williamson County information requests, are available via fax or email. Upon receipt of a Hot Shot, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the requester or alternate. The turnaround time for Hot Shots will meet or exceed the County Clerk's requirements.

OWNERSHIP OF DATA

All Williamson County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Williamson County. This policy is applicable to any agreement, verbal or written, between Williamson 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 Williamson County.
- ▶ The records are not disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.
- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

III. ARCHIVAL DIGITIZATION METHODOLOGY

Imaging a document creates an electronic representation of the original. 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.

Kofile does not subscribe to the “scan it and forget it” philosophy. Our services differ because materials are addressed according to condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Kofile invests in the best hardware and software. Many of our projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information.

Kofile’s experience with the data conversion of archival documents is inferior to none. Kofile can address any concerns regarding the conservation treatment and handling of fragile items, superior image capture and microfilming, and quality of work— *all at one facility*.

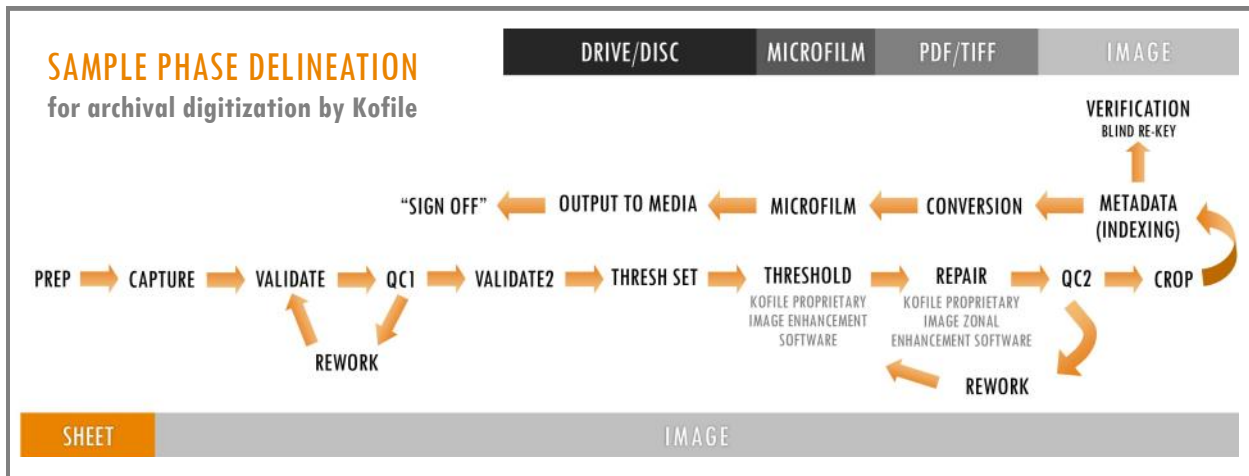
IMAGING OVERVIEW

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

Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

Image Capture

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.



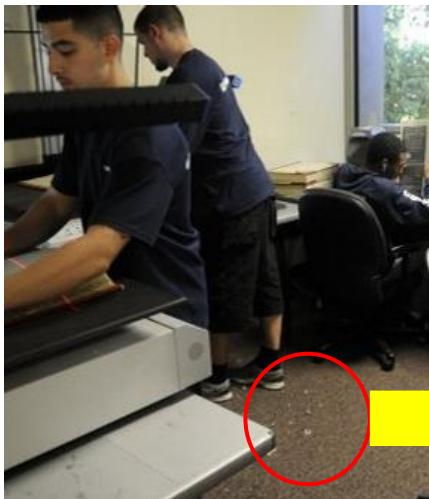
Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system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



Image Processing & Enhancement

IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures uniform images. It provides proprietary algorithms to achieve high image quality. Algorithms are critical for capturing different densities and quality levels in a collection.

This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft® SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors correct problems quickly and efficiently. This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners. The Assured Image delivers consistent, high-quality output.



The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

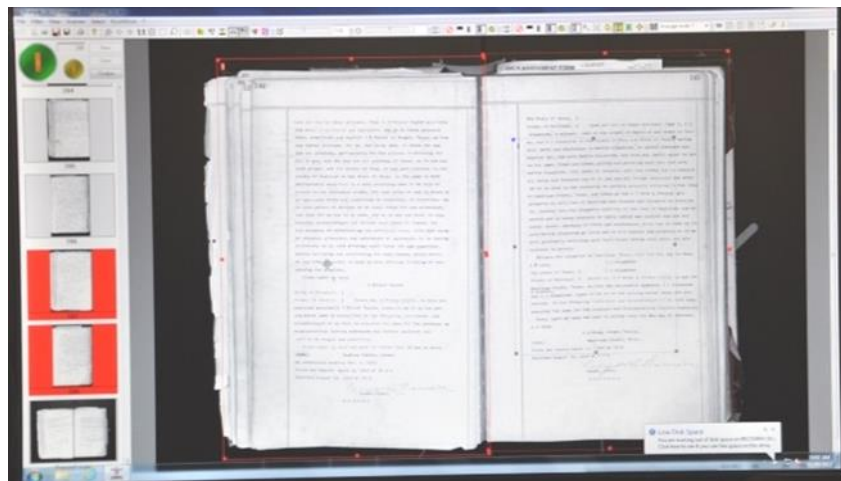
Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Courier Press, August 21, 2013 <www.courierpress.com/news/local-news/digitizing-historical-records> and <www.courierpress.com/news/local-news/county-digitizes-century-old-records>.

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

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Images are zonal enhanced to improve readability.

Quality Targets (pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. *IMAGE PERFECT* measures each image at a minimum for the following attributes:

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



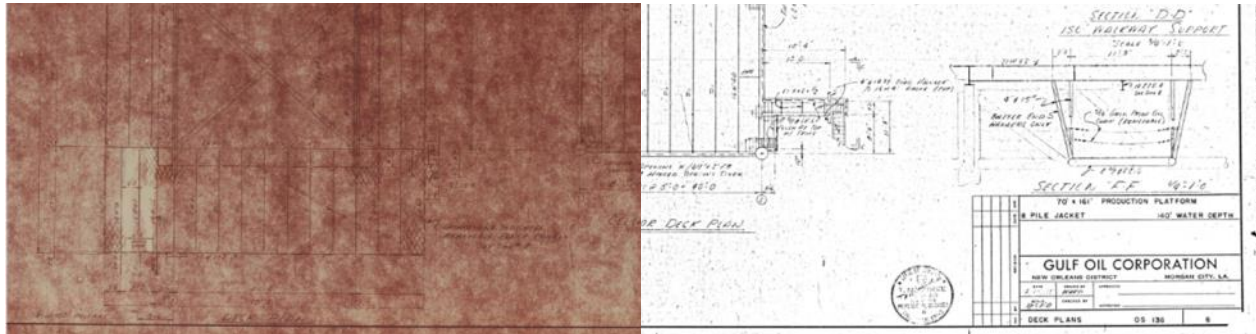
Quality Targets permit operators to view image quality at the time of the scan. Images, even those scanned on different devices, are “normalized” as if from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The Quality Targets serve as the foundation for our quality assurance analysis.

Annotations are supported to allow the electronic addition of Name, Book Type, 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.

Kofile performs negative Photostat polarity reversal (so all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

Quality Control (QC)

QC ensures that all images are certified. **Each and every image is sight checked.** Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post scanning review. Then, the process involves a statistical, random, batch-based review of 8% of all work before delivery. Kofile ensures that there are no missing pages, double feeds, and accounts for “A” pages (those added to the book).



Examples of imaging before (L) and after (R) image cleanup and enhancements.

VANGUARD SEARCH APPLICATION

This solution is a browser-based cloud application, and its User Interface is standard for browser-based applications. Additionally, the system will run on standard personal computers and tablet devices (e.g. Microsoft® Surface and Apple iPad). Tablet computers still access the **Vanguard Search Application Module** in a wireless environment.

Facilitation of end user access is given the highest priority. The entire system is easy to use, and it is simple enough that the end-user does not require prolonged intervention or assistance from employees.

Cloud & Browser Based System

This new class of browser-based cloud application provides superior reliability and performance. Cloud technology provides additional disaster recovery measures with off-site servers. Touch screen computers and tablets allow the staff to use new technology in their daily work. Progressive technology allows them to function more effectively than ever before.

Vanguard Records Management offers browser-based solutions. Complex software is never loaded on a workstation or tablet—this eliminates common support problems associated with implementations. Kofile's browser-based retrievals provide the same program and operational methodology to all office users. Out-of-office computers will no longer need to load additional software. All retrieval is browser based.

QUICKLINK® ACCESS SOLUTION

QUICKLINK® is custom software solution that maps index entries to associated images. It expedites a county's digital imaging and indexing initiatives.

This solution offers reduced cost and liability as an alternative to full indexing—especially the costs associated with handwritten (manuscript) records. Manuscript data is expensive to index due to the significant time and increased level of difficulty required to transcribe information and interpret handwriting styles.

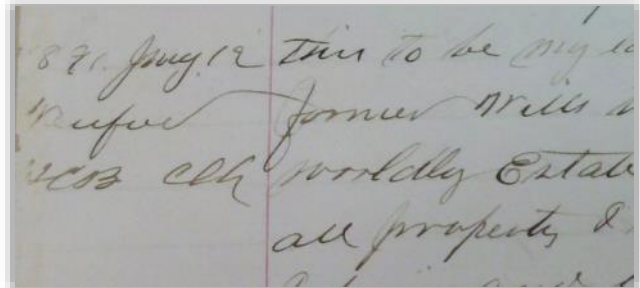
QUICKLINK® is a browser-based and web-hosted interface. It is incredibly user-friendly. Incorporating a digital retrieval reduces wear on the oversized original index books.

QUICKLINK® maps index entries and retrieves the associated digital images. See the search parameters exemplified right and on the following page.

QUICKLINK® also provides an e-commerce solution in which the clerk's office can provide constituents with electronic copies, but retain 100% of the revenue for image copies.

Typical queries by title companies, abstractors, or attorneys require data older than 30 years.

***QUICKLINK®** automates searches, and provides significant cost savings from full indexing.*



Search Index Books

Year: 1876-1908

Parties: Grantor

Last Name: M

First Name: A-Z

SEARCH

Search for a Document

Book: DR

Volume:

Page:

SEARCH

QUICKLINK®— FULL ACCESS VERSION

With this automated retrieval, physical access of any volume is eliminated. This solution is only available if the actual document referenced in the index entry is digitally scanned and loaded.



Home

Zoom In

Zoom Out

Image: 1/14

Help

Search Index Books

Year: 1876-1908

Parties: Grantor

Last Name: M

First Name: A-Z

SEARCH

Search for a Document

Book: DR

Volume:

Page:

SEARCH

- Legend**
- Next Page = Shift + '>' key
 - Previous Page = Shift + '<' key
 - Zoom In = '+' key >
 - Zoom Out = '-' key >

GENERAL INDEX OF DEEDS.--Direct.

Instrument	Date of Execution			Date of Recording			Book	Page
	Month	Day	Year	Month	Day	Year		
Hoff et al.	Apr	7	1885	Apr	7	1885	6	1 549
Montgomery, R.E. Trustee	Dec	17	1877	Aug	30	1877	2	2 57
Montgomery, R.E. Trustee	Dec	10	1881	Dec	23	1881	1	2 61
Montgomery, R.E. Trustee	Dec	9	1881	Dec	9	1881	1	2 61
Montgomery, R.E. Trustee	Dec	10	1881	Dec	10	1881	1	2 62
Montgomery, R.E. Trustee	Dec	9	1881	Dec	9	1881	1	2 63
Montgomery, R.E. Trustee	Dec	10	1881	Apr	10	1883	7	30 122
Montgomery, R.E. Trustee	Dec	10	1881	Apr	10	1883	7	30 144
Montgomery, R.E. Trustee	Apr	29	1884	May	5	1884	6	150
Montgomery, R.E. Trustee	July	15	1884	July	17	1884	6	30 162
Montgomery, R.E. Trustee	Sept	30	1884	Sept	31	1884	6	20 170
Montgomery, R.E. Trustee	Sept	6	1884	Oct	14	1884	12	177
Montgomery, R.E. Trustee	July	28	1884	July	28	1884	6	187
Montgomery, R.E. Trustee	Dec	11	1885	Jan	3	1885	10	196
Montgomery, R.E. Trustee	Sept	29	1885	Sept	18	1885	8	196
Montgomery, R.E. Trustee	Dec	22	1885	Dec	24	1885	12	201
Montgomery, R.E. Trustee	Dec	18	1885	Dec	18	1885	12	203
Montgomery, R.E. Trustee	Dec	22	1885	Dec	22	1885	12	205
Montgomery, R.E. Trustee	Feb	26	1885	Feb	28	1885	12	218
Montgomery, R.E. Trustee	Mar	19	1885	May	5	1885	12	215
Montgomery, R.E. Trustee	Dec	8	1884	Dec	8	1884	12	10
Montgomery, R.E. Trustee	June	4	1885	June	19	1885	8	10
Montgomery, R.E. Trustee	Oct	10	1884	Oct	10	1884	8	10
Montgomery, R.E. Trustee	Oct	21	1884	Oct	21	1884	8	10
Montgomery, R.E. Trustee	Aug	22	1884	Aug	22	1884	8	10
Montgomery, R.E. Trustee	Oct	14	1879	Oct	14	1879	8	22

Quickly navigate between index books and pages.

Quickly navigate to specific documents.

Click the QuickLink® hotspot to view the related document.

Each line links by Volume & Page.

IV. PROPOSAL PRICING

PROJECT OVERVIEW

WILLIAMSON COUNTY CLERK PROJECT OVERVIEW					
RECORD SERIES	QTY.	APPROX. PGS.	ORIGINAL FORMAT	LEVEL OF SERVICE	LINE ITEM TOTAL
Index to Commissioners Court Minutes	7 vols.	4,255	Manuscript/Typescript	IM	\$2,014.85
Commissioners Court Minutes	112 vols.	89,900	Manuscript/Typescript/Negative Photostat	IM	\$39,931.72
PROJECT SUBTOTAL					\$41,946.56
QUICKLINK® & VANGUARD SEARCH PRICING					
INVENTORY	LEVEL OF SERVICE		LINE ITEM TOTAL	OPTION TOTAL	
For Manuscript Records & Corresponding Index Books Only	QuickLink® FULL Access Solution (One Time Cost)		\$36,278.55	\$41,278.55	
	QuickLink® Site Set Up Fee (One Time Cost)		\$5,000.00		
For Typescript Records & Corresponding Indexes	Vanguard Search Application (One Time Cost)		\$49,367.50	Included at no charge	
	Vanguard Search Implementation (One Time Cost)		\$30,225.00		
GRAND TOTAL					\$83,225.11

*QuickLink® & Vanguard Search licensing, maintenance, and support is billed annually. At Year Five, billing is subject to an increase of at least 10%.

QUICKLINK® & VANGUARD MAINTENANCE & SUPPORT

\$4,800.00/Year

COUNTY ACCEPTANCE

- ▶ Without a signed contract, prices are good for 90 days. Upon approval, pricing is firm for the contract term.
- ▶ Pricing is based on a Good Faith Estimate of page and case counts. Billing will occur on actuals based upon agreed upon pricing; not to exceed the P.O. with written authorization from the County.


Signature, Title of County Representative

04-26-2018
Date

Pricing Includes:

- (IM) Archival Imaging—Image Capture, Processing, & Enhancements:
 - Document Prep (Staple Removal, etc.)
 - Image Capture, Processing, & Zonal Enhancements
 - Output of either a single- or multi-page TIFF or PDF image
 - Page Validation (automated page numbering)
 - Sight Verify Each Image for Quality Control

(QL) QuickLink® Indexing (Full)—Manuscript Books & Corresponding Indexes

- QuickLink® indexing & image stitching. QuickLink® software setup & training. Licensing, maintenance, & support for the first year.
- QuickLink® licensing, maintenance, and support commences on the one year anniversary of its go-live and is billed annually each year after. At Year Five, billing is subject to an increase of at least 10%.

(VS) Vanguard Search Application—Typescript & Negative Photostat Books & Corresponding Indexes

- OCR processing of images to be loaded into the Vanguard Records Search Application. OCR processing allows keyword searching of images/data in the system.
- Application Implementation Labor & Training
- Infrastructure (Application Storage—images/metadata electronic off-site security backup, Network Bandwidth In/Out, Operation Support)
- Application Support (Chat & Troubleshooting, Tier 1 & Tier 2)

Other Included Services:

- Disaster Recovery Electronic Off-site Backup. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.

GSA SCHEDULE 70 CONTRACT COOPERATIVE PURCHASING

Kofile has a federal cooperative purchasing (CO-OP) contract that extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Williamson County is eligible for to purchase from this contract.

Our Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ *The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.*
- ▶ *It is entirely voluntary.*
- ▶ *The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.*

To purchase from GSA, you only need follow Williamson County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

The total prices on Page 11 are billed as GSA line items. GSA line items are billed per hourly charges and include the following (includes Annual Support/Maintenance billed after Year One):

GSA SCHEDULE 70 LINE ITEMS				
PART NO.	ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
IMAGING				
TCS003	Certified Digital Imaging Architect	\$174.00/Hour	241.0722	\$41,946.56
QUICKLINK® ACCESS SOLUTION				
TCS008	Information Assurance Engineer II	\$75.00/Hour	483.714	\$36,278.55
TCS012	System Consultant (Setup)	\$157.00/Hour	31.84713	\$5,000.00
TCS012	System Consultant (Maintenance & Support)	\$157.00/Hour	30.80255	\$4,836.00

PROJECT INVENTORY

FORMAT KEY M Manuscript T Typescript PH Negative Photostat

Following is the project inventory:

PROJECT INVENTORY & ITEMIZED PRICING

RECORD SERIES TITLE	VOLUME	DATE	QTY.	EST. PAGE COUNT	FOR MAT	SHEET SIZE	PREVIOUS SERVICES	LEVEL OF SERVICE
Index Book	0	1848-1898	1 <i>vol.</i>	315	T	8.5x14	Preservation	IM/QL/VS
Index Book	1	1898-1927	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Index Book	2	1927-1977	1 <i>vol.</i>	500	M	11x17	Preservation	IM/QL/VS
Index Book	3	1978-1986	1 <i>vol.</i>	500	M	11x17	Preservation	IM/QL/VS
Index Book	4	1986-1989	1 <i>vol.</i>	500	M	11x17	Preservation	IM/QL/VS
Index to Commissioner Court Minutes		1989-1998	1 <i>vol.</i>	900	T	8.5x14	None	IM/QL/VS
Index to Commissioner Court Minutes		1989-1998	1 <i>vol.</i>	900	T	8.5x14	None	IM/QL/VS
Police Court Minutes		1850-1859	2 <i>vols.</i>	500	M	8.5x11	Preservation	IM/QL/VS
Commissioner Court Minutes	4	1860-1871	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	5	1871-1876	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	6A	1876-1882	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	7	1882-1889	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	8	1889-1897	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	9	1897-1904	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	10	1904-1913	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	11	1913-1920	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	12	1920-1929	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	13	1929-1940	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	14	1940-1951	2 <i>vols.</i>	640	M	11x17	Preservation	IM/QL/VS
Commissioner Court Minutes	15	1951-1960	1 <i>vol.</i>	640	PH	11x17	None	IM/QL/VS
Commissioner Court Minutes	16	1960-1968	1 <i>vol.</i>	640	M	11x17	None	IM/QL/VS
Commissioner Court Minutes	17	1969-1973	1 <i>vol.</i>	640	M	11x17	None	IM/QL/VS
Commissioner Court Minutes	18	1973-1975	1 <i>vol.</i>	640	M	11x17	None	IM/QL/VS
Commissioner Court	19-102		84 <i>vols.</i>	79,800	T	Legal	None	IM/QL/VS