

December 19, 2022

**Honorable Schelana Hock  
Polk County Clerk**

## **Preservation of Deed Records**

**SUBMITTED BY:**

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**Kofile** 

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Dear Honorable Schelana Hock,

This proposal addresses Polk County Clerk's deed records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments and rehousing. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

This project may be eligible for reimbursement under the American Rescue Plan Act of 2021 (ARPA) in support of Social Distancing for COVID-19 and pandemics for title researchers/attorneys by providing online access to digitized assets.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Polk County Clerk's 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).

#### **SCOPE OF SERVICES**

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

##### *Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)*

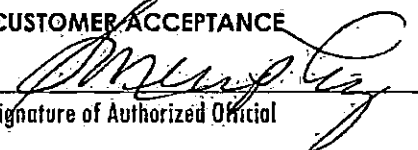
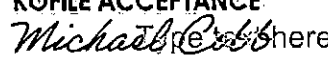
- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.

- A dedication/treatment report is included in each binder.

**PROJECT PRICING**

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

| Polk County Clerk |              |                  |                 |
|-------------------|--------------|------------------|-----------------|
| Project Overview  |              |                  |                 |
| Record Series     | Volume Range | Level of Service | Estimated Total |
| Deed Records      | 22 - 35      | Preservation     | \$60,000.00     |

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|---|---|
| <p>This proposal shall be governed by the terms of use found at <a href="https://kofile.com/termsandconditions">https://kofile.com/termsandconditions</a>.<br/>         Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.</p>   |   |
| <p><b>CUSTOMER ACCEPTANCE</b></p>  <p>Signature of Authorized Official</p> <p>Sydney Murphy</p> <p>Print Name of Authorized Official</p> <p>County Judge</p> <p>Title of Authorized Official</p> <p>January 10, 2023</p> <p>Date</p> | <p><b>KOFILE ACCEPTANCE</b></p>  <p>Signature of Authorized Official</p> <p>Michael Cobb</p> <p>Print Name of Authorized Official</p> <p>Central RVP</p> <p>Title of Authorized Official</p> <p>1.30.2023</p> <p>Date</p> |

**ACCESSIBILITY OF RECORDS**

Records held at Kofile are maintained as private and confidential material. Polk County Clerk is 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 Polk County Clerk. This policy applies to any agreement, verbal or written, between Polk County Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Polk County Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

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

Sincerely,

Billy Gerwick

*Billy Gerwick*

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