

STATE OF TEXAS                   §  
  §  
COUNTY OF FORT BEND         §

**AMENDMENT TO AGREEMENT FOR KOFI FILE SERVICES FOR DISTRICT CLERK’S  
HISTORIC RECORDS PRESERVATION SERVICES**

THIS AMENDMENT (“Amendment”) is entered into by and between Fort Bend County, (“County”), a body corporate and politic under the laws of the State of Texas, and Kofile Technologies, Inc., (“Kofile”), a company authorized to conduct business in the State of Texas (collectively referred to as the “parties”).

WITNESSETH:

WHEREAS, the parties previously entered into the Addendum to Agreement for Kofile Services for District Clerk’s Historic Records Preservation Services, on or about October 2, 2018, (the “Agreement”), attached hereto as Exhibit “I” and incorporated herein for all purposes; and

NOW, THEREFORE, County and Kofile desire to amend said Agreement as set forth below:

- I. Amendments
  - 1. **Scope of Services.** Kofile shall provide additional product and/or services to County, as described in Kofile’s Scope of Services, attached as Exhibit “II” and incorporated fully by reference, concerning the preservation, digitization, and indexing of 144 boxes of cases files at no cost to the County. Kofile shall complete the tasks described in Exhibit II by September 30, 2025, or within such additional time as may be extended by the County.
  - 2. **Limit of Appropriation.** Kofile’s fees shall be calculated at the rates set forth in the attached Exhibit II. The Maximum Compensation for the performance of services within the Scope of Services as described in Exhibit II is \$0.00. In no case shall the amount paid by County under this Amendment exceed the Maximum Compensation without an approved change order. Kofile clearly understands and agrees, such understanding and agreement being of the absolute essence of this Amendment, that County shall have available the total maximum sum of \$0.00, specifically allocated to fully discharge any and all liabilities County may incur concerning this Amendment. Kofile does further understand and agree, said understanding and agreement also being of the absolute essence of this Amendment, that the total maximum compensation that Kofile may become entitled to and the total maximum sum that County may become liable to pay to Kofile for Services described in Exhibit II shall not under any conditions, circumstances, or interpretations thereof exceed \$0.00. County acknowledges its separate payment obligations for services previously completed in Phase 3, as referenced in Exhibit I.
  - 3. **Certain State Law Requirements for Contracts.** The contents of this Section are required by Texas Law and are included by County regardless of content. For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as

amended, Kofile hereby verifies that Kofile and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:

- a. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
- b. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Kofile does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in § 808.001 of the Texas Government Code.
- c. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Kofile does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in § 809.001 of the Texas Government Code.
- d. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Kofile does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.
4. **Modifications.** Except as modified herein, the Agreement remains in full force and effect and has not been modified or amended.
5. **Conflict.** If there is a conflict among documents, the most recently executed document will prevail with regard to the conflict.
6. **Understanding, Fair Construction.** By execution of this Amendment, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Amendment. This Amendment, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
7. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

(Execution Page Follows)

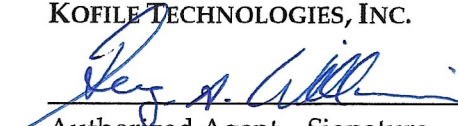
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IN WITNESS WHEREOF, this Amendment is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Amendment and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

**FORT BEND COUNTY**

**KOFILE TECHNOLOGIES, INC.**

\_\_\_\_\_  
KP George, County Judge

  
\_\_\_\_\_  
Authorized Agent – Signature

\_\_\_\_\_  
Date

George A. Williams  
\_\_\_\_\_  
Authorized Agent- Printed Name

ATTEST:

Chief Financial Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Laura Richard, County Clerk

5/11/2022  
\_\_\_\_\_  
Date

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$\_\_\_\_\_ to accomplish and pay the obligation of Fort Bend County under this Agreement.

\_\_\_\_\_  
Robert Ed Sturdivant, County Auditor

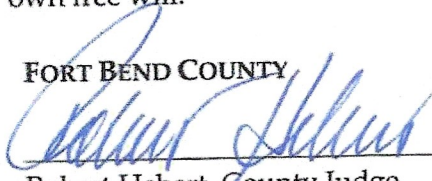
Exhibit I: Addendum to Agreement for Kofile Services for District Clerk's Historic Records Preservation Services, executed by the parties on or about October 2, 2018; and  
Exhibit II: Kofile's Scope of Services.

# EXHIBIT I



IN WITNESS WHEREOF, this Addendum is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Addendum and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

FORT BEND COUNTY

  
\_\_\_\_\_

Robert Hebert, County Judge

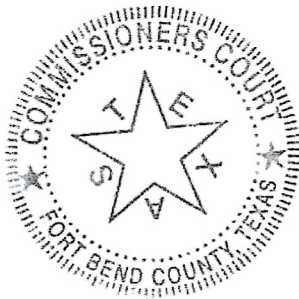
10-2-2018

Date

ATTEST:

  
\_\_\_\_\_

Laura Richard, County Clerk




**AUDITOR'S CERTIFICATE**

I hereby certify that funds in the amount of \$2,099,852.66 are available to pay the obligation of Fort Bend County within the foregoing Agreement.

  
\_\_\_\_\_

Robert Ed Sturdivant, County Auditor

KOFILE TECHNOLOGIES, INC.

  
\_\_\_\_\_

Authorized Agent - Signature

John D. Woolf

Authorized Agent- Printed Name

Executive VP

Title

9/20/2018

Date

# Exhibit 1

# KOFILE TECHNOLOGIES

August 16, 2018

Honorable Annie Elliott  
 Fort Bend County District Clerk  
 301 Jackson Street  
 Richmond, Texas 77469

Dear Hon. Annie Elliott,

This proposal addresses the Fort Bend County District Clerk's pre-1950 files. This quote is presented by Kofile Technologies, Inc. (Kofile).

Without a signed agreement, prices are good for 90 days. Pricing is based on a Good Faith Estimate of page and case counts. Billing will occur on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization from the County.

To purchase from GSA, follow Fort Bend County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA** and the applicable billing line items. GSA line items are billed per hourly charges for the work performed:

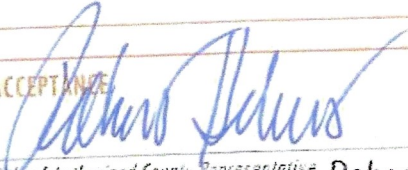
| GSA LINE ITEMS |                                   |               |            |                |
|----------------|-----------------------------------|---------------|------------|----------------|
| PART NO.       | DESCRIPTION                       | UNIT PRICE    | QTY.       | LINE TOTAL     |
| TCS005         | Graphic Artist I                  | \$65.00 Hour  | 7,476.2717 | \$485,957.66   |
| TCS006         | Graphic Artist II                 | \$75.00 Hour  | 7,473.00   | \$560,475.00   |
| TCS007         | Information Assurance Engineer I  | \$65.00 Hour  | 7,473.00   | \$485,745.00   |
| TCS008         | Information Assurance Engineer II | \$75.00 Hour  | 7,473.00   | \$560,475.00   |
| TCS010         | Project Manager                   | \$180.00 Hour | 40         | \$7,200.00     |
| TOTAL          |                                   |               |            | \$2,099,852.66 |

#### PAYMENT PLAN

The final invoice is adjusted to reflect the billing per actuals.

| Phase     | Payment      |
|-----------|--------------|
| Phase I   | \$699,950.00 |
| Phase II  | \$699,950.00 |
| Phase III | \$699,952.66 |

#### COUNTY ACCEPTANCE

  
 Signature Title of Authorized County Representative Robert E. Hebert County Judge Date 10-2-2018

A permanent log is created for each volume or box to record condition, page order, and services/treatments performed. A final quality check references this log sheet.

#### IM—Archival Imaging (Image Capture, Clean Up, & Zonal Enhancements)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability. Gray-scale ensures optimum resolution. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- Image Perfect, Kofile's proprietary software, ensures the optimum image quality and uniformity with custom

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
 P: 214/351.4800 F: 214.442.6669 WWW.KOFILE.US

Exhibit I

- image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- If requested, annotations (custom or Book, Volume, and Page) are electronically added on the digital image.
- Images are named (for the directory file structure) by Book, Volume, and Page.
- Index images receive stitching, if necessary, if entries horizontally span the length of more than one page.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.
- Each image is certified and sight checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- County receives one MASTER in a suitable medium (e.g., thumb drive, hard drive, DVD, CD).
- Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

#### ID—Archival Indexing

- Key Case Type, Case No., first Plaintiff, first Defendant, and File Date.

#### PRV—Preservation (Conserve, Treat, Deacidify, Encapsulate, Rebind, & Archival Storage Solution)

- Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- Remove non-archival repairs or fasteners, such as residual glues, *to the furthest extent possible without causing damage to paper and inks.*
- Mend tears with archival, acid free, and reversible materials—either Japanese tissue and methyl cellulose adhesive or Filmoplast R® (acrylic-based, heat-set tissue).
- Deacidify sheets after careful testing with *Bookkeepers*® magnesium oxide to neutralize acidic inks and paper with an alkaline reserve. 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*™ composed of SKC Films, Skyroll SH725® Mylar. Pocket dimensions match the "book block", with a 1 1/4" binding margin.
- Rebind in a custom-fitted and stamped *Disaster Safe County Binder*™ (DSB). Each is manufactured on a per-book basis and are sized to 1" incremental capacities. Volumes may return split or combined depending on page counts and the additional weight of the Mylar encapsulation. Index tabs are repaired or replaced, as necessary. A dedication and treatment report is included in the binders.

#### PURCHASING VIA GSA

**Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA.** Fort Bend County is eligible for to purchase from this contract. This 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.*

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.

**FORT BEND COUNTY DISTRICT CLERK  
PRE-1950 PROJECT INVENTORY**

| ITEM NO. | RECORDS SERIES TITLE              | VOLUME OR CASE | DATE      | FOR-MAT | NOTES  | LEVEL OF SERVICE | PRICE QUOTE |
|----------|-----------------------------------|----------------|-----------|---------|--|------------------|-------------|
| 1        | Attorneys Receipt for Papers      | 1931-1959      | 1931-1959 | BD      |  | PRV IM           | \$441.67    |
| 2        | Attorneys Receipt for Papers      | 2              | 1909-1939 |         |  |                  | \$609.73    |
| 3        | Civil Docket                      | 1876-1883      | 1876-1883 | BD      |  | PRV IM           | \$2,784.98  |
| 4        | Clerks File Docket                | 3              | 1945-1957 | D       |  | PRV IM           | \$3,238.92  |
| 5        | Clerks File Docket                | 1923-1927      | 1923-1927 | BD      |  | PRV IM           | \$3,496.57  |
| 6        | Criminal Court Minutes            | B              | 1930-1937 | LL      |  | PRV IM           | \$2,355.58  |
| 7        | Criminal Court Minutes            | C              | 1938-1951 | LL      |  | PRV IM           | \$3,925.97  |
| 14       | Criminal Minutes                  | A              | 1913-1933 | BD      | <i>3 CC Tabs: Jud. On Plea of Guilty Jud. On Plea of Not Guilty Jud. Acquit on Plea of Not Guilty Jud. Nolle Prosequi &amp; Dismissal Jud. Motion for New Trial and Sentence</i> | PRV IM           | \$4,060.92  |
| 15       | Criminal Minutes                  | 1922-1932      | 1922-1932 | BD      | <i>Combine with Criminal Minutes 1907-1913</i>   | PRV IM           | \$1,901.64  |
| 16       | Criminal Minutes                  | 1907-1913      | 1907-1913 | BD      | <i>3 CC Tabs: Plea Not Guilty Plea Guilty Sentence - Combine with Criminal Minutes 1922-1932</i>   | PRV IM           | \$1,901.64  |
| 17       | Criminal Minutes - Sentence       | 1933-1938      | 1933-1938 | BD      |  | PRV IM           | \$1,006.03  |
| 18       | District Court Docket             | 1861-1868      | 1861-1868 | BD      |  | PRV IM           | \$2,735.91  |
| 23       | Divorce Docket                    | 1              | 1904-1909 | BD      |  | PRV IM           | \$1,693.07  |
| 24       | Divorce Minutes                   | 1-A            | 1925-1939 | BD      | <i>2 CC Tabs: Decree of Divorce and Custody of Children</i>  | PRV IM           | \$981.49    |
| 25       | Docket                            | 1              | 1908-1964 | BD      | <i>3 CC Tabs: Verdict Guilty Verdict Not Guilty and Plea Guilty</i>  | PRV IM           | \$2,993.55  |
| 26       | Execution Docket                  | A-1            | 1867-1875 | BD      |  | PRV IM           | \$3,606.98  |
| 27       | Execution Docket                  | 4              | 1822-1869 | BD      | <i>Minor Tape</i>  | PRV IM           | \$2,772.71  |
| 28       | Execution Docket                  | 2              | 1866-1889 | BD      |  | PRV IM           | \$2,969.01  |
| 29       | Execution Docket                  | 3              | 1888-1899 | BD      |  | PRV IM           | \$3,815.55  |
| 30       | Execution Docket                  | 4              | 1899-1904 | BD      |  | PRV IM           | \$3,312.54  |
| 31       | Execution Docket                  | 5              | 1899-1927 | BD      |  | PRV IM           | \$2,502.80  |
| 32       | Execution Docket                  | 6              | 1924-1932 | BD      |  | PRV IM           | \$2,281.97  |
| 33       | Execution Docket                  | 7              | 1932-1939 | BD      | <i>Heavy Tape</i>  | PRV IM           | \$4,776.59  |
| 34       | Execution Docket                  | 8              | 1939-1955 | BD      | <i>Minor Tape</i>  | PRV IM           | \$3,067.16  |
| 37       | Expense Account District Attorney | 2              | 1924-1941 | BD      |  | PRV IM           | \$527.55    |
| 38       | File Docket                       | 2              | 1927-1944 | BD      |  | PRV IM           | \$4,134.54  |
| 39       | File Register                     | 1912-1923      | 1912-1923 | BD      |  | PRV IM           | \$3,913.70  |
| 40       | Grand Jury Docket                 | 2              | 1888-1894 | BD      |  | PRV IM           | \$2,797.25  |

**FORT BEND COUNTY DISTRICT CLERK  
PRE-1950 PROJECT INVENTORY**

| ITEM NO. | RECORDS SERIES TITLE                 | VOLUME OR CASE | DATE      | FOR-MAT | NOTES   | LEVEL OF SERVICE | PRICE QUOTE |
|----------|--------------------------------------|----------------|-----------|---------|---|------------------|-------------|
| 41       | Grand Jury Docket                    | 3              | 1895-1905 | BD      |   | PRV/IM           | \$2,392.39  |
| 42       | Grand Jury Minutes                   | 7              | 1933-1947 | BD      |   | PRV/IM           | \$2,944.48  |
| 43       | Grand Jury Minutes                   | 8              | 1947-1950 | BD      |   | PRV/IM           | \$2,944.48  |
| 47       | Index                                |                |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$355.79    |
| 48       | Index Record                         | C              |           | BD      | <i>13 CC Tabs: AB, CD, EF, GH, IJ, KL, MN, OP, QR, ST, UV, WX, and YZ</i> | PRV/IM           | \$171.76    |
| 49       | Index to Book                        | E              |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$269.91    |
| 50       | Index to Divorce Minutes             | 1-A            | 1925-1939 | LL      | <i>SOT: A-Z (W Mc) - Minor Tape</i>                                       | PRV/IM           | \$306.72    |
| 51       | Index to Divorce Minutes             | 2              | 1917-1925 | LL      | <i>SOT: A-Z (W Mc) - Minor Tape</i>                                       | PRV/IM           | \$306.72    |
| 52       | Index to Execution Docket            |                |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$245.37    |
| 53       | Index to Minutes                     |                |           | BD      | <i>SOT: A-Z (W Mc)</i>  | PRV/IM           | \$355.79    |
| 54       | Index to Minutes                     | 1              |           | BD      | <i>SOT: A-Z (W Mc)</i>  | PRV/IM           | \$3,852.36  |
| 55       | Index to Minutes                     | 2              |           | BD      | <i>SOT: A-Z (W Mc)</i>  | PRV/IM           | \$2,306.51  |
| 56       | Index to Minutes                     | 3              |           | BD      | <i>No Tabs - Letters Mixed</i>  | PRV/IM           | \$1,582.66  |
| 57       | Index to Minutes                     | 1915-1921      | 1915-1921 | BD      | <i>No Tabs - Letters Mixed</i>  | PRV/IM           | \$1,055.10  |
| 58       | Index to Minutes                     |                |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$269.91    |
| 59       | Index to Order Book                  | C              |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$368.06    |
| 60       | Index to State Cases                 | C              |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$233.10    |
| 61       | Index to State School Land Record    | 1918-1920      | 1918-1920 | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$184.03    |
| 62       | Judges Civil Docket                  | 1857-1861      | 1857-1861 | BD      |   | PRV/IM           | \$3,067.16  |
| 63       | Jury Service                         |                |           | BD      | <i>SOT: A-Z (No Mc)</i>   | PRV/IM           | \$466.21    |
| 64       | Medical Board Record                 | 1901-1908      | 1901-1908 | BD      |   | PRV/IM           | \$269.91    |
| 65       | Medical Register                     | 1              | 1908-1959 | BD      | <i>Heavy Tape</i>   | PRV/IM           | \$2,437.37  |
| 75       | Minutes District Clerks Accounts     | 2              | 1916-1931 | BD      |   | PRV/IM           | \$2,508.69  |
| 76       | Minutes District Court               | N              | 1904-1908 | BD      |   | PRV/IM           | \$3,925.97  |
| 77       | Minutes District Court               | O              | 1908-1913 | BD      |   | PRV/IM           | \$3,889.16  |
| 78       | Minutes District Court               | P              | 1913-1917 | BD      |   | PRV/IM           | \$3,459.76  |
| 79       | Minutes District Court               | D              | 1917-1924 | LL      |   | PRV/IM           | \$3,925.97  |
| 80       | Minutes District Court               | R              | 1924-1931 | LL      | <i>Minor Tape - Over-sized Plot</i>                                       | PRV/IM           | \$3,962.77  |
| 81       | Minutes District Court               | S              | 1931-1936 | LL      |   | PRV/IM           | \$3,692.86  |
| 95       | Minutes Grand Jury                   | 4              | 1906-1914 | BD      |   | PRV/IM           | \$2,453.73  |
| 96       | Minutes Grand Jury                   | 5              | 1915-1922 | BD      |   | PRV/IM           | \$2,613.22  |
| 101      | Minutes of District Clerk's Accounts | 1932-1944      | 1932-1944 | BD      |   | PRV/IM           | \$1,423.16  |

FORT BEND COUNTY DISTRICT CLERK  
PRE-1950 PROJECT INVENTORY

| ITEM NO. | RECORDS SERIES TITLE                               | VOLUME OR CASE | DATE      | FOR-MAT | NOTES            | LEVEL OF SERVICE | PRICE QUOTE |
|----------|--|----------------|-----------|---------|------------------|------------------|-------------|
| 102      | Minutes of District Court                          | T              | 1936-1939 | LL      |                  | PRV/IM           | \$3,925.97  |
| 103      | Minutes of District Court                          | U              | 1939-1944 | LL      |                  | PRV/IM           | \$3,987.31  |
| 104      | Minutes of District Court                          | V              | 1944-1951 | LL      |                  | PRV/IM           | \$3,913.70  |
| 105      | Minutes of Grand Jury                              | 6              | 1923-1933 | BD      |                  | PRV/IM           | \$2,919.94  |
| 106      | Minutes of Tax Judgments                           | 1              | 1924-1931 | BD      |                  | PRV/IM           | \$1,104.18  |
| 107      | Minutes Tax Judgments                              | 2              | 1901-1923 | BD      |                  | PRV/IM           | \$2,515.07  |
| 108      | Naturalization Record - Declaration of Intention   | 1              | 1906-1914 | BD      |                  | PRV/IM           | \$895.61    |
| 109      | Naturalization Record - Declaration of Intention   | 3              | 1921-1924 | BD      | Combine Together | PRV/IM           | \$1,361.82  |
| 110      | Naturalization Record - Declaration of Intention   | 4              | 1924-1929 | BD      | Combine Together | PRV/IM           | \$1,361.82  |
| 111      | Petition and Record                                | 2              | 1913-1917 | BD      |                  | PRV/IM           | \$3,386.15  |
| 112      | Petition and Record                                | 3              | 1921-1927 | BD      |                  | PRV/IM           | \$3,140.77  |
| 113      | Petition and Record                                | 4              | 1927-1929 | BD      |                  | PRV/IM           | \$2,625.49  |
| 114      | Petition for Naturalization                        | 1906-1913      | 1906-1913 | BD      |                  | PRV/IM           | \$1,128.72  |
| 115      | Record of Fees                                     | 1931-1940      | 1931-1940 | BD      |                  | PRV/IM           | \$1,328.03  |
| 117      | Register of District Attorneys Accounts            | 1908-1935      | 1908-1935 | BD      |                  | PRV/IM           | \$772.92    |
| 119      | Subpoena Docket                                    | 1883-1887      | 1883-1887 | BD      |                  | PRV/IM           | \$768.34    |
| 120      | Supplement Criminal Minutes - Dismissals           | A              | 1933-1938 | BD      |                  | PRV/IM           | \$466.21    |
| 121      | Transcribed Index to Minutes                       | 1              |           | BD      | SDF: A-Z, W/ Met | PRV/IM           | \$772.92    |
| 123      | Witness Accounts and Certificate Before Grand Jury | 2              | 1939-1967 | BD      |                  | PRV/IM           | \$790.82    |
| 127      | Civil Docket                                       | 836-1043       | 1921-1941 | LL      |                  | PRV/IM           | \$3,140.77  |
| 128      | Civil Docket                                       | 4783-7354      | 1898-1913 | LL      |                  | PRV/IM           | \$5,876.68  |
| 129      | Civil Docket                                       | 11036-12029    | 1920-1923 | LL      |                  | PRV/IM           | \$7,275.31  |
| 130      | Civil Docket                                       | 14004-14629    | 1926-1930 | LL      |                  | PRV/IM           | \$6,195.67  |
| 131      | Civil Docket                                       | 14630-16075    | 1930-1934 | LL      |                  | PRV/IM           | \$6,735.49  |
| 132      | Civil Docket                                       | 16076-16780    | 1934-1939 | LL      |                  | PRV/IM           | \$8,735.28  |
| 133      | Civil Docket                                       | 16781-18323    | 1939-1944 | LL      |                  | PRV/IM           | \$7,925.55  |
| 134      | Transfer Civil Docket                              | 7355-7814      | 1913-1917 | LL      |                  | PRV/IM           | \$6,048.44  |
| 135      | Transfer Civil Docket                              | 7815-11036     | 1917-1920 | LL      |                  | PRV/IM           | \$6,796.83  |
| 136      | Civil Transfer Docket                              | 12030-13459    | 1923-1924 | LL      |                  | PRV/IM           | \$6,453.31  |

KOFILE TECHNOLOGIES

**FORT BEND COUNTY DISTRICT CLERK  
PRE-1950 PROJECT INVENTORY**

| ITEM NO. | RECORDS SERIES TITLE        | VOLUME OR CASE | DATE      | FOR-MAT | NOTES                  | LEVEL OF SERVICE | PRICE QUOTE |
|----------|-----------------------------|----------------|-----------|---------|------------------------|------------------|-------------|
| 137      | Transfer Civil Docket       | 13460-14003    | 1924-1926 | LL      |                        | PRV,IM           | \$6,735.49  |
| 138      | Transfer Civil Docket       | 18324-18982    | 1944-1948 | LL      |                        | PRV,IM           | \$8,060.50  |
| 139      | Transfer Civil Docket       | 18983-19633    | 1948-1952 | LL      |                        | PRV,IM           | \$8,035.97  |
| 142      | Criminal Docket             | 3614-4722      | 1899-1920 | LL      |                        | PRV,IM           | \$6,747.76  |
| 143      | Criminal Docket             | 4723-6199      | 1920-1932 | LL      |                        | PRV,IM           | \$7,324.38  |
| 144      | Criminal Docket             | 6200-6794      | 1932-1942 | LL      |                        | PRV,IM           | \$7,447.07  |
| 145      | Transfer Criminal Docket    | 6801-7386      | 1943-1954 | LL      |                        | PRV,IM           | \$7,213.97  |
| 149      | Miscellaneous Box Tax Suits | 1              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 150      | Miscellaneous Box Tax Suits | 2              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 151      | Miscellaneous Box Tax Suits | 3              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 152      | Miscellaneous Box Tax Suits | 4              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 153      | Miscellaneous Box Tax Suits | 5              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 154      | Miscellaneous Box Tax Suits | 6              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 155      | Miscellaneous Box Tax Suits | 7              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 156      | Miscellaneous Box Tax Suits | 8              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 157      | Miscellaneous Box Tax Suits | 9              |           | Flat    | Banker Box             | PRV,IM,ID        | \$11,628.35 |
| 158      | Miscellaneous Box Tax Suits | 10             |           | Flat    | 1 of 3 of a Banker Box | PRV,IM,ID        | \$3,964.97  |
| 159      | Criminal Case Files         | 3411-3592      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 160      | Criminal Case Files         | 3592-3719      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 161      | Criminal Case Files         | 3720-3858      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 162      | Criminal Case Files         | 3859-4089      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 163      | Criminal Case Files         | 4090-4241      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 164      | Criminal Case Files         | 4180-4383      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 165      | Criminal Case Files         | 4383-4623      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 166      | Criminal Case Files         | 4636-4826      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 167      | Criminal Case Files         | 4827-5049      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 168      | Criminal Case Files         | 5050-6145      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 169      | Criminal Case Files         | 6146-6349      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 170      | Criminal Case Files         | 6350-6463      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 171      | Criminal Case Files         | 6504-6567      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 172      | Criminal Case Files         | 6569-6670      |           | Shuck   | Banker Box             | PRV,IM,ID        | \$19,084.53 |
| 173      | Criminal Case Files         | 6671-6698      |           | Shuck   | 1 of 3 of a Banker Box | PRV,IM,ID        | \$6,361.59  |
| 174      | Criminal Case Files         | 6699-6723      |           | Shuck   | 1 of 3 of a Banker Box | PRV,IM,ID        | \$6,361.59  |
| 175      | Criminal Case Files         | 6724-6769      |           | Shuck   | 1 of 3 of a Banker Box | PRV,IM,ID        | \$6,361.59  |

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|----------|----------------------|----------------|------|---------|---------------------|------------------|-------------|
| 176      | Criminal Case Files  | 6885-6910      |      | Shuck   | 1 3 of a Banker Box | PRV IM ID        | \$6,361.59  |
| 177      | Criminal Case Files  | 6770-6884      |      | Shuck   | Banker Box          | PRV/IM ID        | \$19,084.53 |
| 178      | Criminal Case Files  | 6911-7023      |      | Shuck   | Banker Box          | PRV IM ID        | \$19,084.53 |
| 179      | Criminal Case Files  | 7024-7131      |      | Shuck   | Banker Box          | PRV/IM ID        | \$19,084.53 |
| 180      | Criminal Case Files  | 7132-7250      |      | Shuck   | Banker Box          | PRV/IM ID        | \$19,084.53 |
| 207      | Civil Case Files     | 1-760          |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 208      | Civil Case Files     | 761-1045       |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 209      | Civil Case Files     | 1047-1260      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 210      | Civil Case Files     | 1261-1460      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 211      | Civil Case Files     | 1462-1710      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 212      | Civil Case Files     | 1711-1936      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 213      | Civil Case Files     | 1938-2205      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 214      | Civil Case Files     | 2207-2527      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 215      | Civil Case Files     | 2528-2655      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 216      | Civil Case Files     | 2656-2790      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 217      | Civil Case Files     | 2791-2943      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 218      | Civil Case Files     | 2954-3064      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 219      | Civil Case Files     | 3066-3225      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 220      | Civil Case Files     | 3231-3439      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 221      | Civil Case Files     | 3440-3510      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 222      | Civil Case Files     | 3511-3590      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 223      | Civil Case Files     | 3591-3648      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 224      | Civil Case Files     | 3649-3710      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 225      | Civil Case Files     | 3711-3770      |      | Flat    | Banker Box          | PRV IM ID        | \$11,715.81 |
| 226      | Civil Case Files     | 3771-3840      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 227      | Civil Case Files     | 3841-3916      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 228      | Civil Case Files     | 3917-3925      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 229      | Civil Case Files     | 3944-3974      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 230      | Civil Case Files     | 3975-4005      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 231      | Civil Case Files     | 4006-4069      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 232      | Civil Case Files     | 4070-4105      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 233      | Civil Case Files     | 4106-4125      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |
| 234      | Civil Case Files     | 4126-4178      |      | -       |                     | Missing          |             |
| 235      | Civil Case Files     | 4179-4248      |      | Flat    | Banker Box          | PRV IM ID        | \$11,714.53 |

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|----------|----------------------|----------------|------|---------|---------------------|------------------|-------------|
| 236      | Civil Case Files     | 4249-4770      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 237      | Civil Case Files     | 4771-5075      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 238      | Civil Case Files     | 5076-5335      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 239      | Civil Case Files     | 5336-5422      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 240      | Civil Case Files     | 5423-5466      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 241      | Civil Case Files     | 5467-5662      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 242      | Civil Case Files     | 5663-5700      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 243      | Civil Case Files     | 5701-6377      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 244      | Civil Case Files     | 6379-6462      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 245      | Civil Case Files     | 6463-6494      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 246      | Civil Case Files     | 6495-6580      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 247      | Civil Case Files     | 6581-6641      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 248      | Civil Case Files     | 6642-6723      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 249      | Civil Case Files     | 6724-6830      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 250      | Civil Case Files     | 6831-6900      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 251      | Civil Case Files     | 6901-6974      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 252      | Civil Case Files     | 6975-7035      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 253      | Civil Case Files     | 7036-7095      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 254      | Civil Case Files     | 7096-7150      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 255      | Civil Case Files     | 7151-7188      |      | Flat    | Banker Box          | PRV/IM/ID        | \$11,714.53 |
| 256      | Civil Case Files     | 7451-7487      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 257      | Civil Case Files     | 7492-7541      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 258      | Civil Case Files     | 7542-7561      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 259      | Civil Case Files     | 7562-7587      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 260      | Civil Case Files     | 7588-7620      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 261      | Civil Case Files     | 7621-7646      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 262      | Civil Case Files     | 7647-7664      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 263      | Civil Case Files     | 7665-7698      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 264      | Civil Case Files     | 7699-7753      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 265      | Civil Case Files     | 7754-7807      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 266      | Civil Case Files     | 7808-7894      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 267      | Civil Case Files     | 7895-7969      |      | Shuck   | 1/3 of a Banker Box | PRV/IM/ID        | \$4,759.35  |
| 268      | Civil Case Files     | 7832-7940      |      | Shuck   | Banker Box          | PRV/IM/ID        | \$18,993.95 |

**KOFILE** TECHNOLOGIES

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|----------|----------------------|----------------|------|---------|-------------------|------------------|-------------|
| 269      | Civil Case Files     | 7832-7940      |      | Shuck   | Banker Box        | PRV, IM, ID      | \$18,993.95 |
| 270      | Civil Case Files     | 7970-7982      |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 271      | Civil Case Files     | 7983-8044      |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 272      | Civil Case Files     | 8045-8072      |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 273      | Civil Case Files     | 8073-9024      |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 274      | Civil Case Files     | 9025-9070      |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 275      | Civil Case Files     | 9071-10016     |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 276      | Civil Case Files     | 10017-10059    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 277      | Civil Case Files     | 10080-10091    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 278      | Civil Case Files     | 10095-11038    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 279      | Civil Case Files     | 11039-11096    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 280      | Civil Case Files     | 11097-11138    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 281      | Civil Case Files     | 11139-11166    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 282      | Civil Case Files     | 11167-11200    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 283      | Civil Case Files     | 11201-11318    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 284      | Civil Case Files     | 11319-11484    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 285      | Civil Case Files     | 11485-11586    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 286      | Civil Case Files     | 11587-12075    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 287      | Civil Case Files     | 12076-13121    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 288      | Civil Case Files     | 13122-13292    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 289      | Civil Case Files     | 13293-13331    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 290      | Civil Case Files     | 1332-13411     |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 291      | Civil Case Files     | 13412-13497    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 292      | Civil Case Files     | 13498-13592    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 293      | Civil Case Files     | 13593-13635    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 294      | Civil Case Files     | 13636-13691    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 295      | Civil Case Files     | 13703-13720    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 296      | Civil Case Files     | 13721-13754    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 297      | Civil Case Files     | 13754-13782    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 298      | Civil Case Files     | 13783-13917    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 299      | Civil Case Files     | 13888-14019    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 300      | Civil Case Files     | 14046-14060    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |
| 301      | Civil Case Files     | 14061-14120    |      | Shuck   | 1 of a Banker Box | PRV, IM, ID      | \$4,759.35  |

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| 302      | Civil Case Files     | 14120-14184    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 303      | Civil Case Files     | 14185-14283    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 304      | Civil Case Files     | 14284-14350    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 305      | Civil Case Files     | 14351-14378    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 306      | Civil Case Files     | 14379-14391    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 307      | Civil Case Files     | 14392-14451    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 308      | Civil Case Files     | 14452-14485    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 309      | Civil Case Files     | 14486-14534    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 310      | Civil Case Files     | 14535-14566    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 311      | Civil Case Files     | 14567-14591    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 312      | Civil Case Files     | 14592-14637    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 313      | Civil Case Files     | 14638-14645    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 314      | Civil Case Files     | 14645-14690    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 315      | Civil Case Files     | 14691-14738    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 316      | Civil Case Files     | 14739-14766    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 317      | Civil Case Files     | 14767-14803    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 318      | Civil Case Files     | 14804-14834    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 319      | Civil Case Files     | 14835-14851    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 320      | Civil Case Files     | 14852-14876    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 321      | Civil Case Files     | 14877-14906    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 322      | Civil Case Files     | 14907-14936    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 323      | Civil Case Files     | 14937-14948    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 324      | Civil Case Files     | 14950-14976    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 325      | Civil Case Files     | 14979-14998    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 326      | Civil Case Files     | 14999-15029    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 327      | Civil Case Files     | 15030-15074    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 328      | Civil Case Files     | 15075-16001    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 329      | Civil Case Files     | 16003-16027    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 330      | Civil Case Files     | 16025-16056    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 331      | Civil Case Files     | 16057-16093    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 332      | Civil Case Files     | 16094-16121    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 333      | Civil Case Files     | 16122-16148    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 334      | Civil Case Files     | 16150-16182    |      | Shuck   | 1 of a Banker Box | PRV,IM, ID       | \$4,759.35  |

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| 335      | Civil Case Files     | 16183-16216    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 336      | Civil Case Files     | 16217-16232    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 337      | Civil Case Files     | 16233-16257    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 338      | Civil Case Files     | 16258-16270    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 339      | Civil Case Files     | 16278-16303    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 340      | Civil Case Files     | 16304-16325    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 341      | Civil Case Files     | 16325-16350    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 342      | Civil Case Files     | 16351-16384    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 343      | Civil Case Files     | 16385-16421    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 344      | Civil Case Files     | 16422-16437    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 345      | Civil Case Files     | 16438-16467    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 346      | Civil Case Files     | 16468-16504    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 347      | Civil Case Files     | 16505-16515    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 348      | Civil Case Files     | 16516-16548    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 349      | Civil Case Files     | 16549-16576    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 350      | Civil Case Files     | 16577-16600    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 351      | Civil Case Files     | 16601-16634    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 352      | Civil Case Files     | 16635-16661    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 353      | Civil Case Files     | 16662-16680    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 354      | Civil Case Files     | 16681-16702    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 355      | Civil Case Files     | 16703-16734    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 356      | Civil Case Files     | 16735-16771    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 357      | Civil Case Files     | 16772-16796    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 358      | Civil Case Files     | 16797-16825    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 359      | Civil Case Files     | 16826-16852    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 360      | Civil Case Files     | 16852-16857    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 361      | Civil Case Files     | 16858-16894    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 362      | Civil Case Files     | 16895-16921    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 363      | Civil Case Files     | 16922-16961    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 364      | Civil Case Files     | 16962-16980    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 365      | Civil Case Files     | 16981-17010    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 366      | Civil Case Files     | 17011-17050    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 367      | Civil Case Files     | 17051-17090    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |

**FORT BEND COUNTY DISTRICT CLERK  
PRE-1950 PROJECT INVENTORY**

| ITEM NO. | RECORDS SERIES TITLE | VOLUME OR CASE | DATE | FOR-MAT | NOTES               | LEVEL OF SERVICE | PRICE QUOTE |
|----------|----------------------|----------------|------|---------|---------------------|------------------|-------------|
| 368      | Civil Case Files     | 17091-18020    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 369      | Civil Case Files     | 18021-18042    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 370      | Civil Case Files     | 18043-18072    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 371      | Civil Case Files     | 18073-18111    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 372      | Civil Case Files     | 18112-18158    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 373      | Civil Case Files     | 18159-18199    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 374      | Civil Case Files     | 18200-18226    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 375      | Civil Case Files     | 18227-18296    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 376      | Civil Case Files     | 18297-18348    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 377      | Civil Case Files     | 18349-18412    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 378      | Civil Case Files     | 18413-18459    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 379      | Civil Case Files     | 18460-18504    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 380      | Civil Case Files     | 18505-18547    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 381      | Civil Case Files     | 18548-18579    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 382      | Civil Case Files     | 18580-18605    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 383      | Civil Case Files     | 18606-18640    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 384      | Civil Case Files     | 18641-18675    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 385      | Civil Case Files     | 18676-18706    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 386      | Civil Case Files     | 18706-18738    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 387      | Civil Case Files     | 18739-18770    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 388      | Civil Case Files     | 18771-18798    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 389      | Civil Case Files     | 18799-18818    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 390      | Civil Case Files     | 18819-18844    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 391      | Civil Case Files     | 18845-18880    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 392      | Civil Case Files     | 18881-18915    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 393      | Civil Case Files     | 18916-18950    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 394      | Civil Case Files     | 18951-18970    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 395      | Civil Case Files     | 18971-18999    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 396      | Civil Case Files     | 19000-19027    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 397      | Civil Case Files     | 19028-19054    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 398      | Civil Case Files     | 19055-19088    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 399      | Civil Case Files     | 19089-19116    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |
| 400      | Civil Case Files     | 19117-19137    |      | Shuck   | 1 3 of a Banker Box | PRV,IM, ID       | \$4,759.35  |

**FORT BEND COUNTY DISTRICT CLERK  
PRE-1950 PROJECT INVENTORY**

| ITEM NO. | RECORDS SERIES TITLE | VOLUME OR CASE | DATE | FOR-MAT | NOTES             | LEVEL OF SERVICE | PRICE QUOTE |
|----------|----------------------|----------------|------|---------|-------------------|------------------|-------------|
| 401      | Civil Case Files     | 19139-19161    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 402      | Civil Case Files     | 19162-19188    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 403      | Civil Case Files     | 19189-19216    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 404      | Civil Case Files     | 19217-19246    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 405      | Civil Case Files     | 19247-19270    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 406      | Civil Case Files     | 19271-19295    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 407      | Civil Case Files     | 19296-19318    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 408      | Civil Case Files     | 19319-19330    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 409      | Civil Case Files     | 19331-19353    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 410      | Civil Case Files     | 19354-19376    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 411      | Civil Case Files     | 19377-19405    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |
| 412      | Civil Case Files     | 19406-19434    |      | Shuck   | 1 of a Banker Box | PRV IM ID        | \$4,759.35  |

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

Sincerely,

*Billy Gerwick*

Billy Gerwick  
Account Manager  
billy.gerwick@kofile.us

sgr

# EXHIBIT II



March 9, 2022

Honorable Beverley McGrew Walker  
Fort Bend County District Clerk  
301 Jackson Street  
Richmond, Texas 77469

RE: Addendum to Archival Preservation, Digitization, and Indexing of Case Files Project

Dear Hon. Beverley McGrew Walker,

This addendum addresses the addition of Phase IV of the preservation, digitization, and indexing of the remaining 144 boxes of Case Files for the Fort Bend County District Clerk's Office.

### 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 counties 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).

Due to the historical nature of these records, they maintain a PERMANENT retention period according to *Local Schedule DC*, Texas State Library & Archives Commission, 2011.

### SCOPE OF SERVICES

Kofile regularly addresses historical and permanent retention documents. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. *The records will receive the following services:*

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

- Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- Remove non-archival repairs or fasteners, such as residual glues, to the furthest extent possible without causing damage to paper and inks.
- Humidify and flatten sheets. Monitoring eliminates ink bleeds and mold or fungus growth. Flattening occurs with the strictest archival environmental controls.
- Mend tears with archival, acid free, and reversible materials—either Japanese tissue and methyl cellulose adhesive or Filmoplast® R (acrylic-based, heat-set tissue).
- Deacidify sheets after careful testing with Bookkeepers® magnesium oxide to neutralize acidic inks and paper by providing an alkaline reserve. 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™ composed of SKC Films, Skyroll SH72S® Mylar. Pocket dimensions match the “book block” dimensions, with a 1/4” binding margin.
- Bind in a custom-fitted and stamped Disaster Safe County Binder™ (DSB) or Heritage Recorder binder. Each is manufactured on a per-book basis and are sized to 1/4” incremental capacities. Volumes may

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
P: 214/3442.6668 F: 214/442.6669 WWW.KOFILE.COM

return split or combined depending on page counts and the additional weight of the Mylar encapsulation. Index tabs are repaired or replaced, as necessary. A dedication and treatment report is included in the binders.

**(IM) Archival Digitization—Image Capture, Processing, & Enhancements**

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- Kofile’s IMAGE PERFECT software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations (Book, Volume, and Page) are electronically added on the image.
- Images are named (for the directory file structure) by Case No.
- Case File images are grouped and indexed to form documents by case number.
- Each image is certified and sight-checked during QC to verify effectiveness and minimum legibility.
- Fort Bend County receives one MASTER COPY in a format suitable to project size and a COPY.

**(ID) Archival Indexing**

- Key and blind re-key documents. Indexing fields as identified herein will include:
  - Key Case Type, Case Number, First Plaintiff, First Defendant, and File Date

**Other Included Services:**

- Format images for loading to the County’s electronic records management system.

**PROJECT PRICE QUOTE**

| Fort Bend District Clerk<br>Project Overview |           |            |             |                |                  |            |            |                 |
|--|-----------|------------|-------------|----------------|------------------|------------|------------|-----------------|
| Record Series                                | Box Count | Page Count | Image Count | Document Count | Level of Service |            |            | Estimated Total |
|  |           |            |             |                | PRV              | IM         | ID         |                 |
| Civil Cases 5179-7188 (flat)                 | 19        | 35,438     | 28,762      | 1,851          | \$0              | \$0        | \$0        | \$0             |
| Civil Cases 13778-19434 (tri-folded)         | 115       | 170,619    | 119,433     | 5,635          | \$0              | \$0        | \$0        | \$0             |
| Misc. / Tax Suits (flat & trifold)           | 10        | 18,924     | 16,131      | 2,357          | \$0              | \$0        | \$0        | \$0             |
| <b>PROJECT TOTAL</b>                         |           |            |             |                | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b>      |

**COUNTY ACCEPTANCE**  
Per this addendum, the work outlined above for Phase IV will be at no charge.

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*Signature/Title of County Representative* \_\_\_\_\_ *Date* \_\_\_\_\_



All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions.

Sincerely,

*Billy Gerwick*

Billy Gerwick  
Account Manager  
Billy.Gerwick@kofile.com

slc