

20237

Records Management & Records Archive

Written Plan

Fiscal Year 2026-2027

FILED FOR RECORD	
at <u>1:00</u>	o'clock <u>1</u> M
AUG 11 2026	
BECKY LANDRUM County Clerk, Hunt County, Tex. by 	



HUNT COUNTY
TEXAS

Office of Hunt County Clerk
Becky Landrum

Archive Plan Fiscal Year 2026-2027

Steps to Implement

- Prepare Archive Plan (LGC 118.025(g))
- Laws governing the collections and expense of Preservation and Records Management Fees
(Attachment A)
- Posted notice in the Clerk's Office of Archive Fee charged (LGC 118.025(h))
(Attachment B)
- Newspaper Ad Ran 15 days prior to hearing (LGC 118.025 (g))
(Attachment C)
- Public Hearing (LGC 118.025(g))
- Commissioner's Court Approval (LGC 118.025(i))

Plan

Since taking office in 2021, the Hunt County Clerk's office has focused on a vital mission, safeguarding our community's history while modernizing public access. To date, we have successfully restored and protected over 199,000 pages of historical deeds, marriage licenses, and school records, and a historical School District map. Most of these items are now permanently secured in specialized disaster binders. Alongside document restoration, physical infrastructure has been aggressively updated. The office implemented a new plat map system to reduce storage footprints, added expanded shelving units, and rescued historical records from a neglected county facility, moving them to a safe, dry location in another building to await future restoration.

The office has now launched its largest preservation project yet: converting nearly 1.5 million fragile microfilm images into a fully searchable digital index. This initiative covers historical Criminal records, Probate Minutes, Civil Cases, and Auditor Rolls. Digitization permanently protects these decomposing records from degradation and eliminates the costly upkeep of antiquated, broken Laserfiche machines. This progress is achieved without extra burden to local taxpayers. The Hunt County Clerk's office remains progressive and fiscally responsible by utilizing dedicated Records Archive and Record Management fees to fund these improvements.

It is the highest honor of this administration to protect and maintain the proud history of Hunt County. Our office takes immense pride in our ongoing commitment to our constituents, and we will continue to furnish the highest quality indexing, imaging, and public service at a price our community can afford.

- Please see attached proposal from Kofile Technologies

Summary

The County Clerk's office has taken advantage of preserving and maintaining documents with the use of the records management and archive fee. These fees are dedicated to that task. The vast majority of the permanent records in the County Clerk's office were paper based and used on a daily basis by the public making them vulnerable to loss by theft, wear and tear. We are still currently working in house on scanning projects for older records as well as rescanning missing pages or bad scans and correcting indexing errors on older records and plats.

These records are preserved and repaired by adding the records management and archive fee to cover the cost of scanning and indexing the paper-based documents without additional cost to the County. Revenue collected and not expended in the fiscal year will be carried forward and used toward outstanding balances on the current projects. We will then re-assess and prioritize what records and/or documents need to be completed on future projects

Laws

Fund 81 - Record Management LGC §118.0216

Sec. 118.0216. RECORDS MANAGEMENT AND PRESERVATION. (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk.

(b) The fee must be paid at the time of the filing of the document.

(c) The fee shall be deposited in a separate records management and preservation account in the general fund of the county.

(d) The fee may be used only to provide funds for specific records management and preservation, including for automation purposes.

(e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

Fund 88 - Records Archive LGC §118.025

Sec. 118.025. COUNTY CLERK'S RECORDS ARCHIVE.

(b) The commissioners' court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioners' court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners' court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioner's court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the county clerk's office. The notice must state the amount of the fee in the following form: "THE COMMISSIONERS COURT of HUNT COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$10.00 IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

(i) The fee is subject to approval by the commissioners' court in a public meeting during the budget process.

COUNTY CLERK'S RECORDS ARCHIVE FEE

Local Government Code 118.025(h)

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the County Clerk's Office. The notice must state the amount of the fee in the following form:

**"THE COMMISSIONERS COURT OF
HUNT COUNTY HAS DETERMINED
THAT A RECORDS ARCHIVE FEE OF
\$10.00 IS. NEEDED TO PRESERVE AND
RESTORE -COUNTY RECORDS."**

#15,726 COMMISSIONER COURT MINTUES

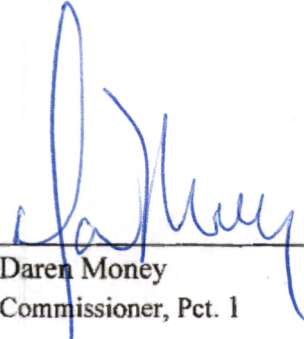
August 27, 2019

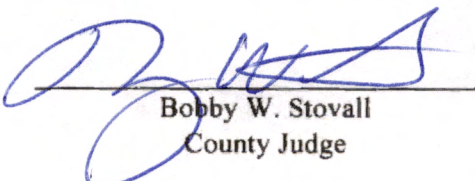
**Order Adopting
County Clerk Records Management & Preservation Fee
County Clerk Records Archive Fee**

**State of Texas
County of Hunt**

The Hunt County Commissioners Court hereby adopts the fee rate of \$10.00 for the County Clerk Records Management and Preservation Fee, Local Government Code §118.0216, and the rate of \$10.00 for the County Clerk Records Archive Fee, Local Government Code §118.025.

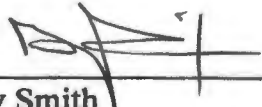
Approved and adopted this 11th day of August, 2026.

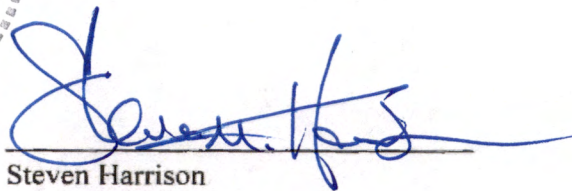

Daren Money
Commissioner, Pct. 1


Bobby W. Stovall
County Judge




David Monroe
Commissioner, Pct. 2


Garry Smith
Commissioner, Pct. 3


Steven Harrison
Commissioner, Pct. 4

Attest:

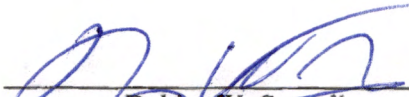
Becky Landrum
County Clerk

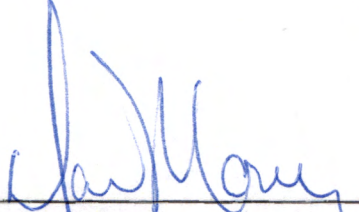
**Order Approving
County Clerk's FY 2026-2027 Written Archive Plan**

**State of Texas
County of Hunt**

The Hunt County Commissioners Court hereby approve the Hunt County Clerk's Annual Written Archive Plan for the Fiscal Year 2026-2027, finding that all postings and public hearing requirements have been met as per Local Government Code §118.025.

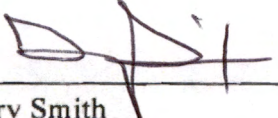
Approved and adopted this 11th day of August, 2026.

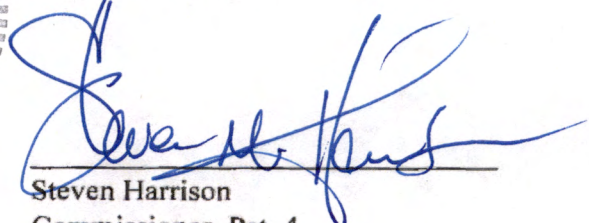

Bobby W. Stovall
County Judge

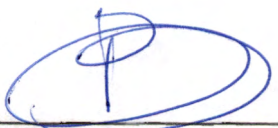

Daren Money
Commissioner, Pct. 1




David Monroe
Commissioner, Pct. 2


Garry Smith
Commissioner, Pct. 3


Steven Harrison
Commissioner, Pct. 4

Attest: 
Becky Landrum
County Clerk



Quote # Q-04038
Quote Date 5/6/2026
Expiration Date 8/04/2026
PO #

6300 Cedar Springs Road, Dallas, TX 75235

Proposal

Customer Information

Customer Hunt County Clerk | TX
Billing Address 2507 Lee Street, Greenville, Texas 75401
Shipping Address 2507 Lee Street, Greenville, Texas 75401

Customer Primary Contact

Name Becky Landrum
Title County Clerk
Phone (903) 408-4130
Email blandrum@huntcounty.net

Kofile Primary Contact

Name Chris Finch
Title Account Executive
Phone 973.903.3374
Email chris.finch@kofile.com

To Becky Landrum,

This proposal addresses Hunt County Clerk | TX for Film Conversion, and Custom Indexing Service Services and is presented by Kofile Technologies, Inc. (Kofile).

Kofile is uniquely qualified as the largest and most experienced records preservation and modernization company in the United States.

Quoted services include Film Conversion, and Custom Indexing Service.

With patented innovations, unmatched expertise, and a deep commitment to serving communities, we help organizations navigate preservation and digital transformation with confidence. Backed by proven results and trusted by thousands of government leaders nationwide, Kofile is your ally in building efficiency, security, and legacy. Let us preserve your permanent records while shaping the future—together.

KOFILE: Powering Modern Government™

Kofile is the nation's most experienced provider of public records preservation, imaging, and access solutions. With roots tracing back to 1888 and strengthened through the strategic acquisition of legacy preservation firms, Kofile offers over a century of combined expertise in safeguarding vital government documents. Since its founding in 2009, the company has expanded to include digital imaging, indexing, cloud-based access platforms, and workflow solutions designed specifically for the public sector. Backed by over 500 employees and a robust portfolio of patented technologies, Kofile partners with local governments to modernize their records while preserving their historical integrity for generations to come. Learn more at kofile.com.

KEY DIFFERENTIATORS

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

What Sets Us Apart

Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including large entities such as Los Angeles, Dallas, Wayne, and Harris Counties
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery

Our Commitment to the Future

- **Cloud-based digital access platform:** Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic HubSM:** An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity:** Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data:** You retain full control of your records and digital files at all times
- **Secure transport and chain of custody:** DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols:** Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach:** Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

SCOPE OF WORK

Film Conversion

- Capture 16mm microfilm images at 300 dpi in black and white.
- Images accumulate as a Group IV bi-tonal images in a standard PDF or TIFF format.
- Automated de-skew, de-speckle, background control, and text enhancement.
- Automated cropping of images to remove excess border.
- Name images by roll/image number.
- Provide client with a digital master of each image on a medium suitable to the project size (e.g., DVD, flash drive, hard drive, ftp) along with corresponding index data.

Custom Indexing Service

Indexing – Microfilm Box Endcap

Indexing services include the capture of descriptive information from the endcap label of each microfilm box. Up to fifty (50) characters will be keyed per box, as visible on the physical container.

Scope of Work:

- Capture data directly from the microfilm box endcap label
- Capture up to 50 characters per box
- Data will be captured exactly as presented on the label

Assumptions:

- Endcap labels are present, legible, and accessible at time of processing
- Illegible or missing labels will be flagged for client review

PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated document and page counts and condition. Final billing occurs on actual document and page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Hunt County Clerk TX					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
Criminal Records		Per Image	547,200	Film Conversion	\$65,664.00
Miscellaneous Rolls		Per Image	45,600	Film Conversion	\$5,472.00
Criminal Minutes		Per Image	64,600	Film Conversion	\$7,752.00
Auditor Rolls		Per Image	418,000	Film Conversion	\$50,160.00
Probate Minutes		Per Image	247,000	Film Conversion	\$29,640.00
Civil Cases		Per Image	148,200	Film Conversion	\$17,784.00
All Records on Film		Per Doc	382	Custom Indexing Service	\$1,184.20
Product			Quantity	Estimated Total	
			PROJECT TOTAL	\$177,656.20	

PURCHASING VIA TXMAS

Please reference Contract No. TxMAS-23-92001 directly on the P.O. Kofile can prepare a Shopping Cart in TxSmartBuy so Hunt County Clerk | TX can complete this purchase. Hunt County Clerk | TX is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UOM	UNIT PRICE	Qty	LINE TOTAL
IND705	92021	Backfile Archival Indexing of Case Files	Per Doc	\$3.10	382	\$1,184.20
MSP710	91568	Microfilm Conversion Services By Image (16Mm)	Per Image	\$0.12	1,470,600	\$176,472.00
TOTAL						\$177,656.20

BILLING

Pricing based on the assumptions and records provided by Hunt County Clerk | TX, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

PAYMENT TERMS

Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

PURCHASING VEHICLE

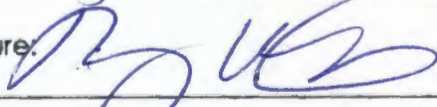
TXMAS

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at:
<https://Kofile.com/termsandconditions/>.

Customer Acceptance

Name (Authorized Official):	Bobby W. Stovall
Title:	County Judge
Date:	August 11, 2026
Signature:	

Kofile Acceptance

Name (Authorized Official):	Chris Finch
Title:	Account Executive
Date:	5/11/2026
Signature:	Chris Finch

HERALD-BANNER | TUESDAY, JULY 14, 2026

CLASSIFIEDS

NOTICE

RE: COUNTY CLERK'S RECORDS ARCHIVE FUND

Notice is hereby given, per L.G.C. sec. 118.025(g) that a public hearing regarding the County Clerk's Records Archive Fund shall be held on Tuesday, August 11, 2026, at 10:00A.M. at 2700 Johnson Street, Greenville, Texas in the Auxiliary Courtroom to allow public discussion regarding the use of these funds.



Becky Landrum, Hunt County Clerk