



# Clay County Clerk

Sasha Kelton

PO Box 548, Henrietta, Texas 76365

Phone 940.538.4631 Fax 940.264.4160

January 13, 2014

## Proposal

I respectfully ask the Commissioners' Court permission to continue our *Deed Records Automation project* as outlined in the County Clerk's FY2014 Records Management and Archive Preservation Plan approved in 2013.

The next step is to hire Kofile to convert Deed Record binders to digital images, which will be uploaded to our land records software system and stored off-site for disaster recovery. The plan was to scan 50 books per year, for a cost of approx. \$15,000. Kofile has offered to scan 100 books (approx. 90,000 images) and allow one upload of all images this year. Payment for half the project will be due this budget year, and the other half may be paid next budget year. This will allow us to upload twice the images, for one upload fee.

This will get our records automated back to 1984, providing thirty years of digital images. As usual, clerk's office staff will index all instruments, as opposed to hiring Kofile to index for us.

This will greatly benefit the public as well as the Clerk's office. Currently these records are not backed up or stored for disaster recovery. This will provide the public with access to thirty years of deed records, an electronic index, and digital images in the Clerk's office, as well as archive these records for disaster recovery.

The fees will be paid primarily from the County Clerk's Records Archive Fee Fund, with any overages being paid from the County Clerk's Records Management and Preservation Fee Fund. The County Clerk's office has been collecting \$5.00 in each of those funds, per instrument filed. Jan. 1, 2014 HB 1513 allowed for an increase to \$10 in each fund, per instrument, for the purpose of archiving records. This will result in collecting double what we have in the past.

Thank you for your consideration,

*Sasha Kelton*

## IMAGE PROCESSING/BASE INDEXING AGREEMENT

WHEREAS, Clay County, hereinafter referred to as CLAY, and Kofile Solutions have entered into an imaging agreement, dated ~~December 16, 2013.~~

JANUARY 20, 2014

WHEREAS, Kofile Solutions, hereinafter referred to as Kofile, agrees to accept said imaging agreement for the duration of the CLAY project.

NOW THEREFORE, Kofile and CLAY hereby agree on this <sup>20</sup> ~~16~~<sup>JANUARY</sup> day of ~~December,~~ 201~~3~~<sup>4</sup> to the following terms:

### A. Parties Information

Kofile's business address is 6300 Cedar Springs, Dallas, TX 75235. CLAY's business address is Clay County Courthouse Annex, 214 N. Main Street, Henrietta, Texas 76365.

### B. Description of Services

- Kofile will perform a digital conversion of approximately 90,000 Deed Record Images, Said digital conversion more specifically described as follows:

- Image Capture
- Image Processing
- Page Validation
- Image Annotations
- Book, Volume, Page, Document Date Indexing
- Tyler/Eagle Formatting
- Disaster Recovery Electronic Off-Site Backup

### C. CLAY's Obligations

CLAY agrees to pay for the above described digital conversion in the following installment:

- \$0.35 per image for approximately 90,000 images
- Upon completion and acceptance a payment of \$15,750 this budget year
- Upon completion and acceptance a payment of \$15,750 next budget year

**E. Execution**

This agreement shall take effect upon execution by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their authorized officers on the date above written.

KOFILE SOLUTIONS

By: \_\_\_\_\_  
Name: Michael Cobb

Title: Sales Manager

Date: \_\_\_\_\_

CLAY COUNTY

By: Kenneth Liggett  
Name: Kenneth Liggett

Title: Clay County Judge

Date: January 20, 2014

CLAY COUNTY

By: Sasha Kelton  
Name: Sasha Kelton

Title: Clay County Clerk

Date: 1/20/2014