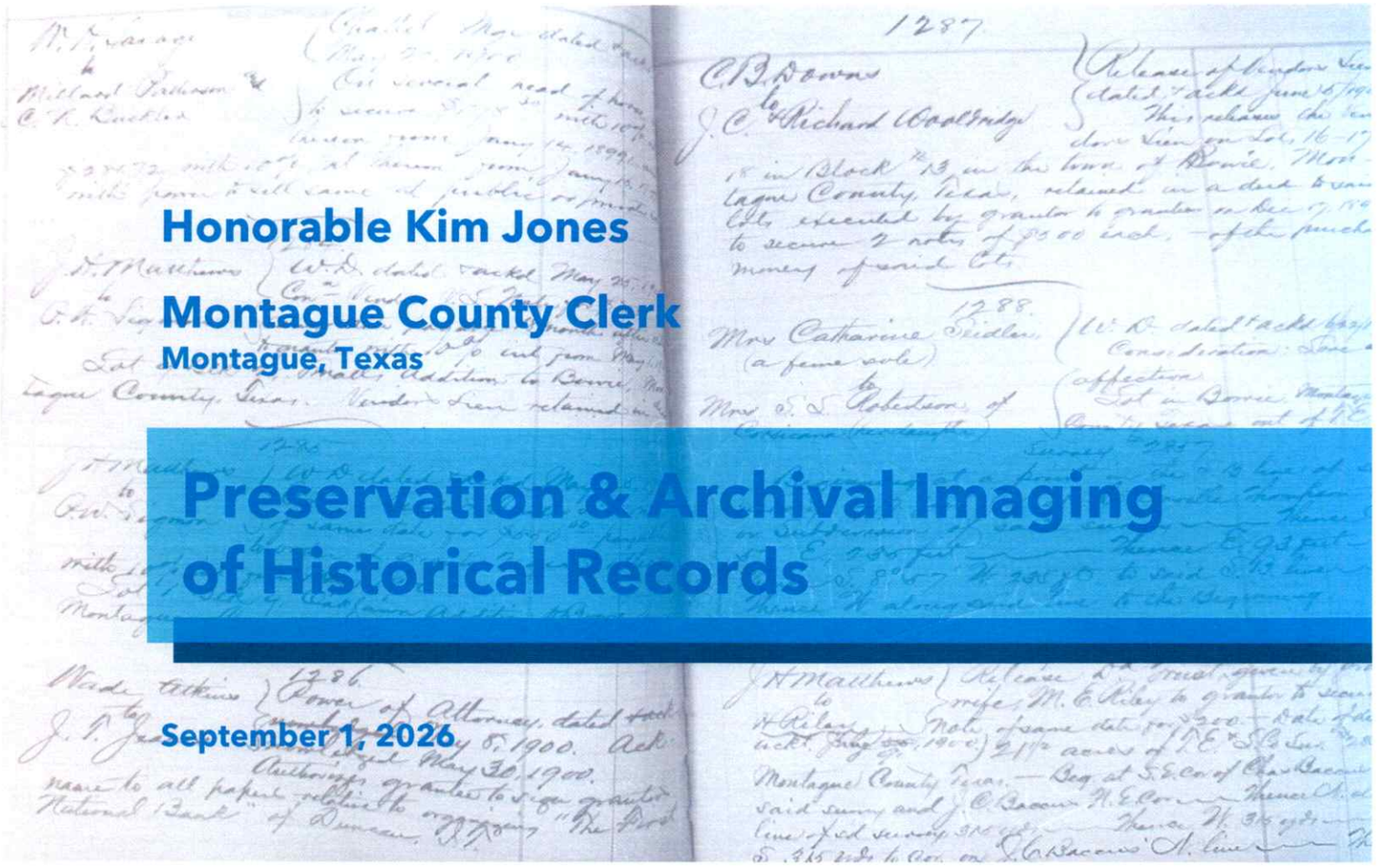

## Honorable Kim Jones

## Montague County Clerk

**Montague, Texas**

# Preservation & Archival Imaging of Historical Records

**September 1, 2026**

Revolution Data Systems

*Proposal Presented by:*


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SBA U.S. Small Business Administration — 8(a) CERTIFIED

CHOICE PARTNERS — CONTRACT #: RFP 25/018MF-62

TIPS AWARDED VENDOR — CONTRACT #: RFP 25016

FEMA — RECORD PRESERVATION CONTRACTOR


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# Executive Summary

This proposal addresses the *Preservation and Archival Imaging* of Montague County Clerk's Historical Records dating 1889 through the early 1900s, including seven volumes. All services are presented by Revolution Data Systems, LLC (hereby RDS).

### *Services Overview*

Preservation at RDS is guided by professional standards, including documentation of treatment, a transparent and informed treatment plan, and services dependent on tested, proven, and acceptable practices. RDS carefully evaluates each item to the individual sheet-level, so all services meet the item's specific needs.

Preservation can include surface cleaning, deacidification, conservation services (such as flattening, reduction of old repairs/adhesives, and mending), encapsulation, and rebinding. Each original page is meticulously conserved.

Surface cleaning reduces spores, grime, and material deposits on each page via non-destruction and meticulous methods and tools. Old repairs are reduced, and significant tears/fragments mended. Chemical degradation of the pages (visually evident by the browning and embrittlement of the pages) due to its acidic paper and inks is halted with deacidification, which is the application of a neutral buffer via commercial-grade applications to each side of the page.

Archival housing ensures that all materials interacting with the historical medium are acid-free (buffered), and may include Mylar encapsulation and re-binding.

These records have no existing digital copies. Digitization enables immediate access to data for the County staff and constituents. Deliverables for this project include a true and certified digital image, with no compromise to the integrity of the original source during capture.

***Click or scan to view image cleanup and enhancement in action by RDS.***

RDS personally pickups and delivers all work, with a shelf-to-shelf commitment. Using tenured and skilled staff and management at a permanent facility greatly improves the quality of deliverables. A Rapid Response System ensures the County's access to all offsite records for patrons.



**RDS takes pride in continuing to practice traditional bookbinding skills, such as lettering with gold tooling, styling of spine imprinting and hubs, and binder assembly by hand.**

**The resulting binding reflects the age of its contents, combining traditional crafts with modern archival/acid-free components.**

**This includes custom tooling, and the addition of a County seal and dedication.**

## *Commitment to Montague County*

RDS takes pride in employing the friendliest, and most trustworthy, experienced, skilled, and professional staff available. RDS specializes in providing preservation services for records held by local governments across the nation. Brant Rathe, President, founded RDS as a service bureau in 2015, to provide scanning for the Gulf South. In recent years, RDS opened its second service bureau and expanded its staff and resources to build a *Conservation & Digitization Lab* in Dallas, Tex.



*The Titus County Clerk Leslie Brosnan (L) examines a newly preserved County volume proudly presented by RDS' Bill Holder in 2024.*

RDS understands that this project is subject to fiscal funding, and will work with the County to phase the project over multiple years, as needed. RDS is committed to delivering the highest standards of quality and attention to detail. RDS' experienced team works closely with the Montague County Clerk to ensure a smooth process from start to finish, minimizing disruption to daily operations and meeting all project deadlines.

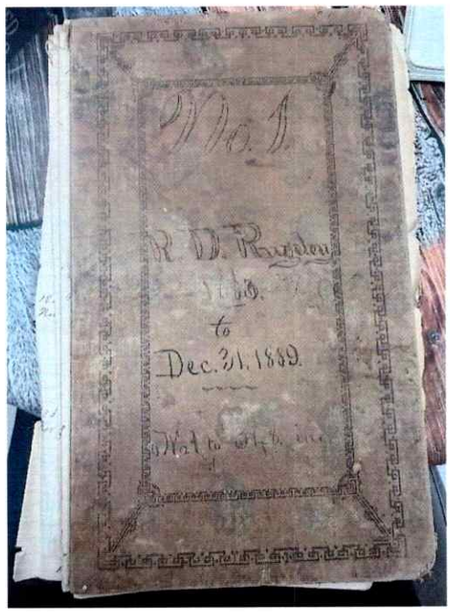
***At RDS, commitment extends beyond vendor to guardian of local history in partnership with the Montague County Clerk.***

# Records Assessment

***Please see herein for Photographic Documentation captured during the August 7, 2026 site assessment by Lizzy Russell, RDS.***

These are some of the County's oldest records, including Trustee's Records Journals, Landlord Liens, Records of Acknowledgement, and Record of Dentistry. There are seven (7) books containing an estimated 803 pages.

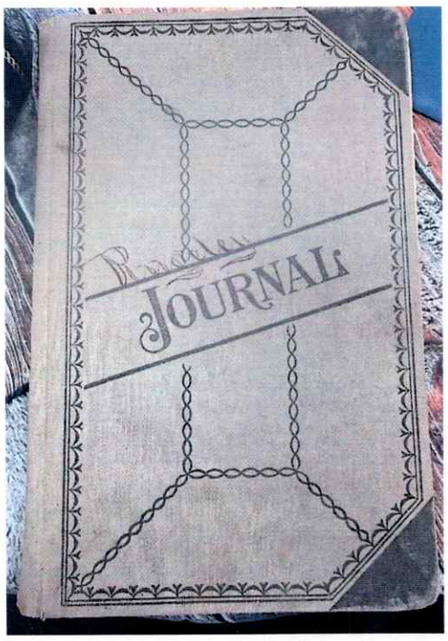
- ◊ **As historical volumes, these records are noted as Permanent Retention per the Texas State Library & Archives Commission's (TSLAC) *Local Schedule CC*, dated 3/2019.**

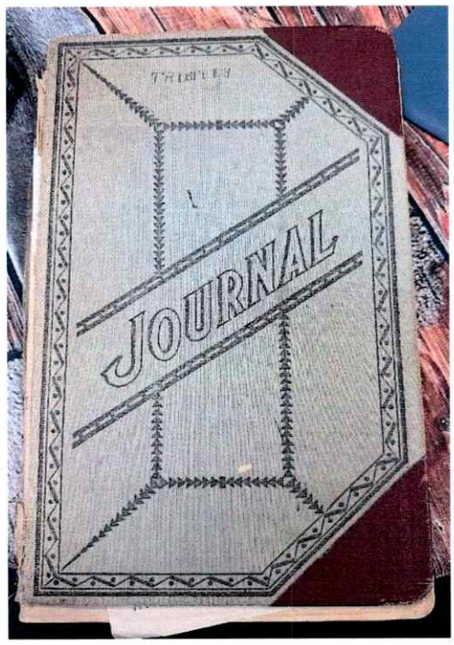


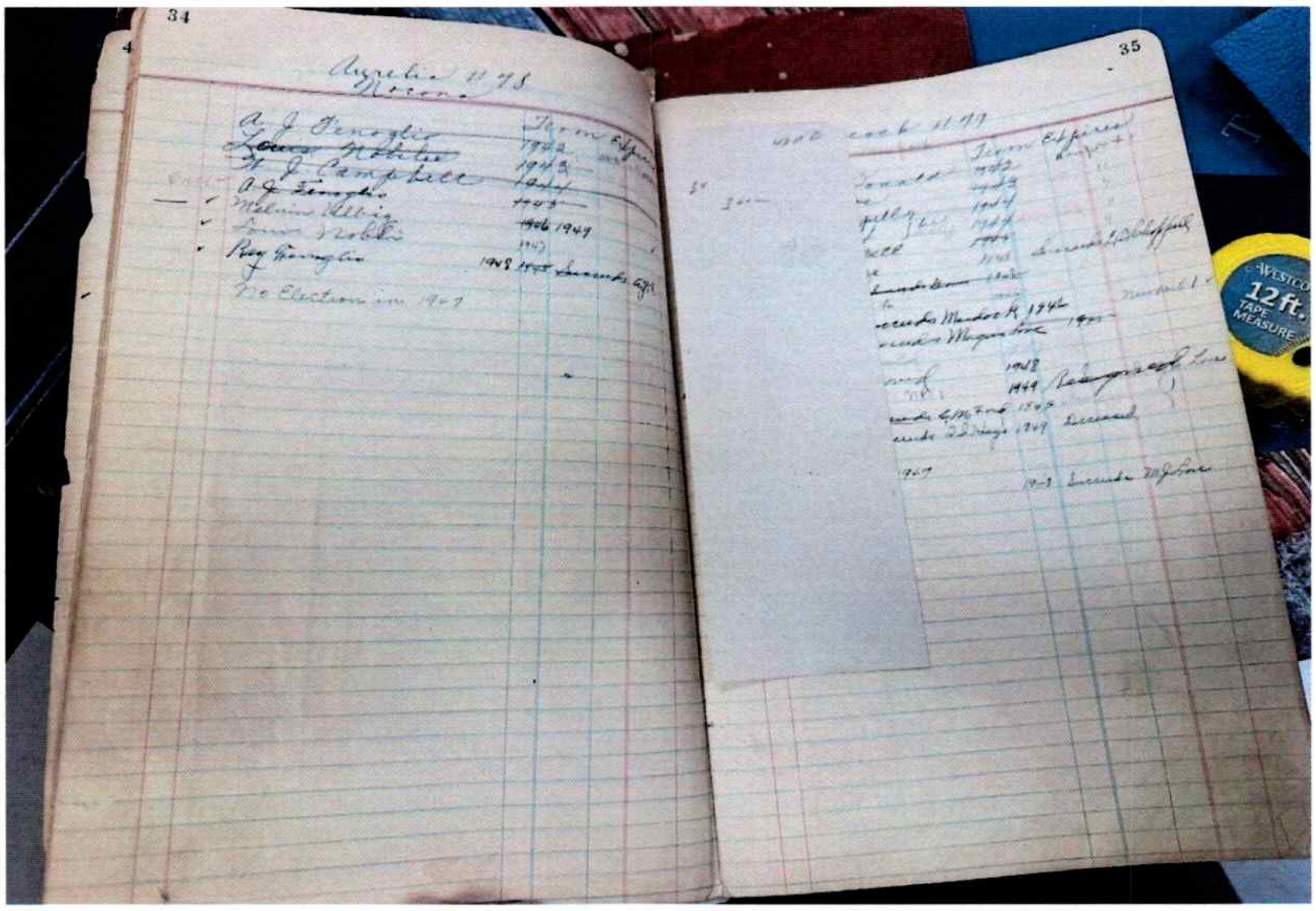

These pages are in Poor Condition, and the wear and tear is indicative of their age and history of use. Data is handwritten (manuscript) in ink (with both black and blue ink noted). Wear and tear is defined as fragmented edges, cockling, rips, missing voids, and previous repairs. Non-archival repairs are not prevalent, such as pressure sensitive tape and adhesives.

As historical pages, browning or yellowing of sheets is a visual representation of the embrittlement (fragility) of paper fibers (commonly due to a combination of acidic paper, acidic ink, previous unregulated storage, and exposure to UV light).

All volumes are sewn (bound) books. Some volumes have broken book spines, with pages drifting resulting in fragmented edges.





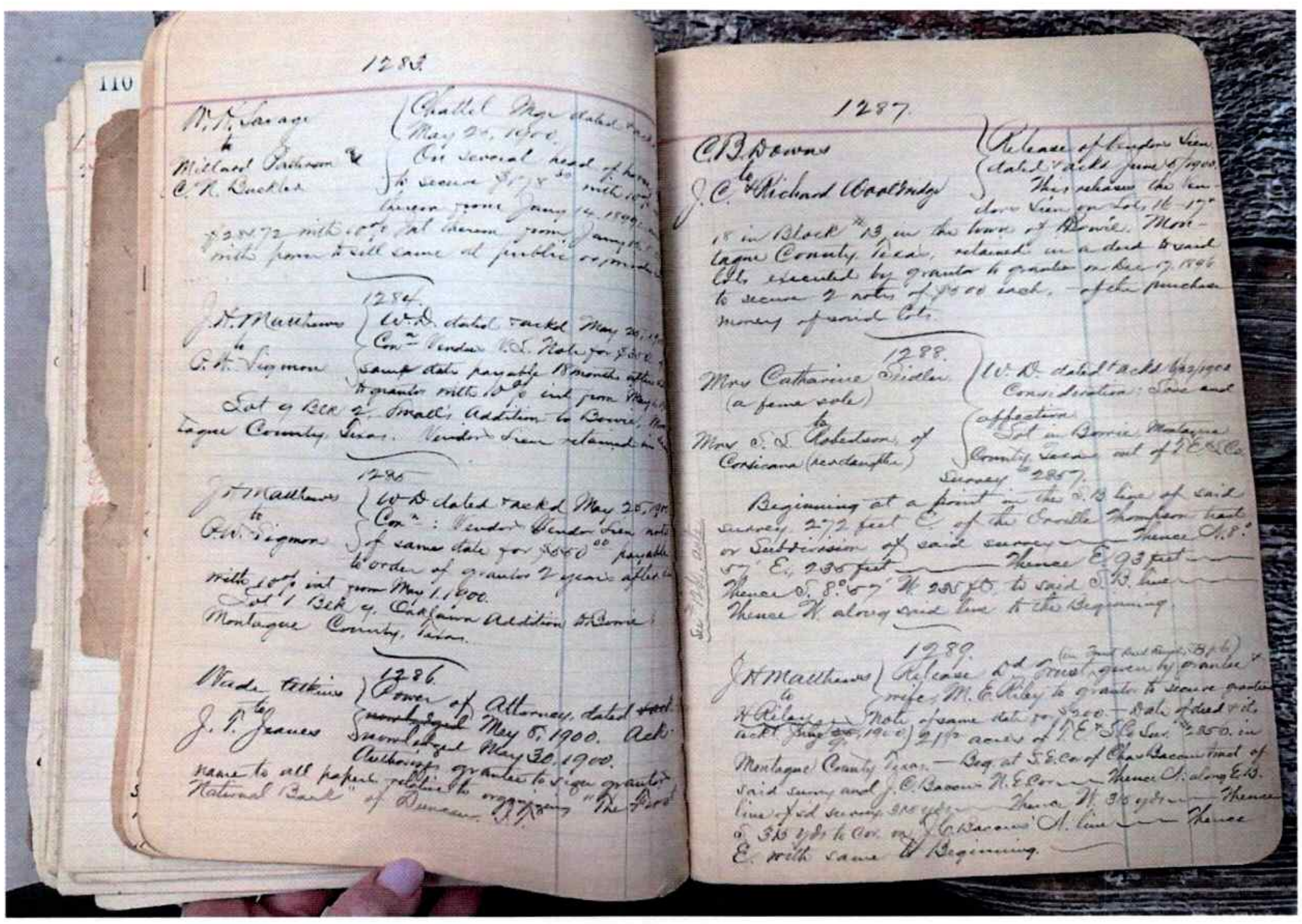
34

Aurelia # 78
Nocona

A J Fenoglio — Term Expires 1942
Louis Noble 1943
H J Campbell 1944
A J Fenoglio 1945
Melvin Welbig
Louis Noble 1946 1949
1947
Roy Fenoglio 1948 1950 Succeeds [illegible]
No Election in 1947

35

[illegible] — Term Expires
1942, 1943, 1944, 1944, 1946, 1946
Succeeds Murdock 1946
1948
1949
1949 Deceased
1949 Succeeds [illegible]



110

1283.

W. T. Savage to Millard Patteson & C. R. Buckles — Chattel Mtge dated & ackd May 24, 1900. On several head of horses to secure $178.00 with 10% int thereon from Jany 14, 1899 ... $204.72 with 10% int thereon from Jany ... with power to sell same at public or private sale.

1284.

J. H. Matthews to G. W. Sigmon — W. D. dated & ackd May 26, 1900. Conⁿ Vendor's Lien Note for $300 of same date payable 18 months after date to grantor with 10% int from May ... Lot 9 Blk 4 Small's Addition to Bowie, Montague County, Texas. Vendor's Lien retained in ...

1285

J. H. Matthews to G. W. Sigmon — W. D. dated & ackd May 25, 1900. Conⁿ: Vendor's Lien note of same date for $450.00 payable to order of grantor 2 years after date with 10% int from May 1, 1900. Lot 1 Blk 4 Oaklawn Addition to Bowie, Montague County, Texas.

1286.

Wade Watkins to J. T. Jeanes — Power of Attorney, dated & acknowledged May 5, 1900. Ackd. acknowledged May 30, 1900. Authorizing grantee to sign grantor's name to all papers relative to organizing "The First National Bank" of Duncan, I.T.

1287.

C. B. Downs to J. C. & Richard Woolridge — Release of Vendor's Lien dated & ackd June 4, 1900. This releases the vendor's lien on Lots 16-17-18 in Block #13 in the town of Bowie, Montague County, Texas, retained in a deed to said lots executed by grantor to grantee on Dec 17, 1896 to secure 2 notes of $500 each, of the purchase money of said lots.

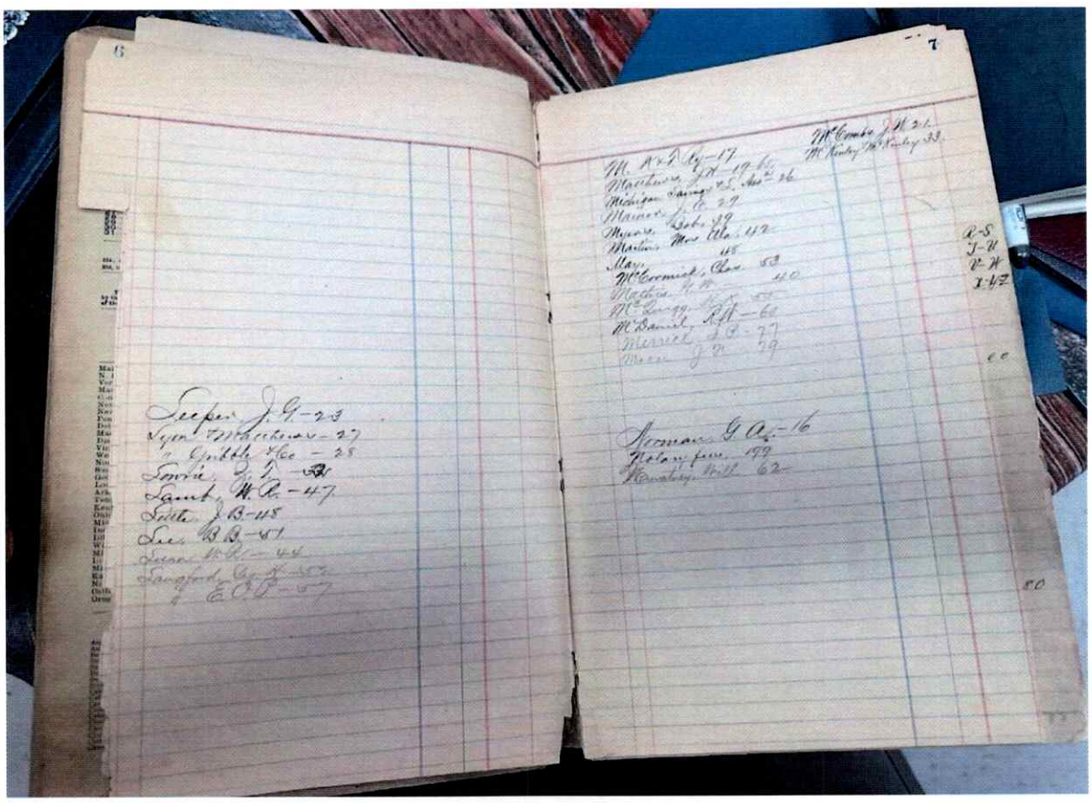
1288.

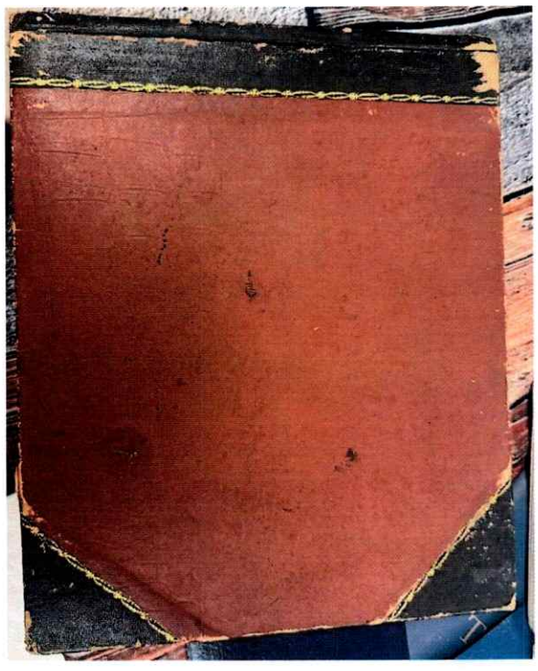
Mrs Catharine Seidler (a feme sole) to Mrs S. L. Robertson, of Corsicana (her daughter) — W. D. dated & ackd May 1900. Consideration: Love and affection. Lot in Bowie, Montague County, Texas out of T.E.&L.Co. Survey #2257.

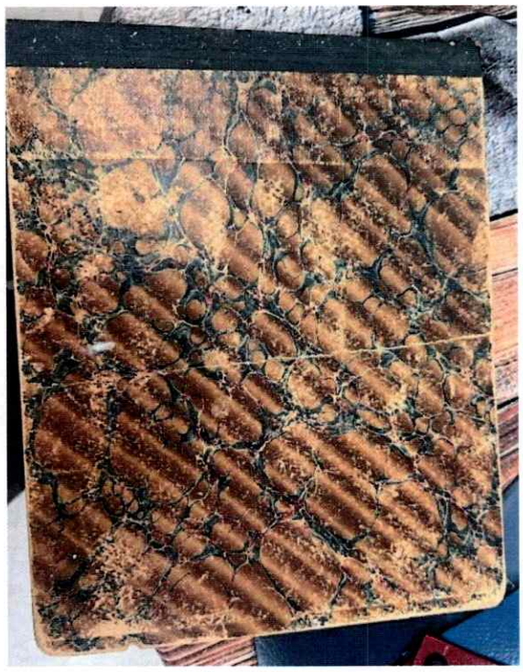
Beginning at a point in the S.B. line of said survey 272 feet E. of the Orville Thompson tract or Subdivision of said survey — Thence N. 8° 57' E., 230 feet — Thence E. 93 feet — Thence S. 8° 57' W. 230 ft. to said S.B. line — Thence W. along said line to the Beginning.

1289.

J. H. Matthews to H. Riley — Release D. of Trust (in Trust Deed Records, B p. [illegible]) given by grantee & wife, M. E. Riley to grantor to secure grantee's note of same date for $200. — Date of deed & ackd. Aug 9, 1900. 21½ acres of T.E.&L.Co. Sur. #2250 in Montague County Texas. — Beg. at S.E. Cor of Chas Bacon's tract of said survey and J. C. Bacon's N.E. Cor — Thence N. along E.B. line of said survey 310 yds — Thence W. 316 yds — Thence S. 316 yds to Cor. on J. C. Bacon's N. line — Thence E. with same to Beginning.







# Project Understanding

RDS helps government recording offices deliver services with efficiency and transparency without compromise to value and quality. Services include the digitization and preservation of historical records, including real property, vitals, and cases.




**Since 2015, RDS has served 790 individual government entities in 38 states.** RDS ' goal is to continue strengthening its reputation as a trusted partner by remaining committed to each project, and building professional relationships spanning multiple decades. Recent projects for the following County Clerks in Texas: Collin, Bastrop, Titus, Refugio, Tyler, Lavaca, DeWitt, Milam, Rains, Panola, and Waller.

### *Passion for Archives*

Ensuring digital access to local records is a vital public service to ensure citizens can access accurate information. Well-maintained records support transparency, for example, allowing the public to trust in the integrity of property boundaries and land use decisions. This transparency is fundamental for maintaining public confidence in government processes.

**"We are extremely happy with the quality and service of RDS throughout our scanning project. This was a multi-year engagement with a lot of moving parts."**

***Becky Buie, Pike County Chancery Clerk***
*Magnolia, Mississippi*




As keyholder to local history and legal rights in the public record, RDS equips counties to:

- *Illuminate the Past* by transforming dusty archives into living, digital chronicles, shining a light on the rich tapestry of a county's heritage for all to explore and appreciate.
- *Bridge Generations* by connecting lineage and legacy, offering a community documentation of origins and the journeys navigated by its forebearers.
- *Preserve Pillars of Heritage* by safeguarding fragile records, ensuring that a county's foundational stories and pivotal moments stand resilient against the ravages of time.

- *Democratize Access to History* by removing barriers to information, so each citizen can unlock the treasure trove of a collective past, fostering unity and belonging.
- *Craft a Future Informed by the Past* by leveraging lessons and insights gleaned from historical records, and guiding policy-making and community development with the wisdom of hindsight.



**"When I took Office, I promised myself one thing: I'd keep things moving forward. Preserving these records and making them accessible wasn't just a goal - it was a duty."**

*Leslie Brosnan, Titus County Clerk*
*Mount Pleasant, TX*

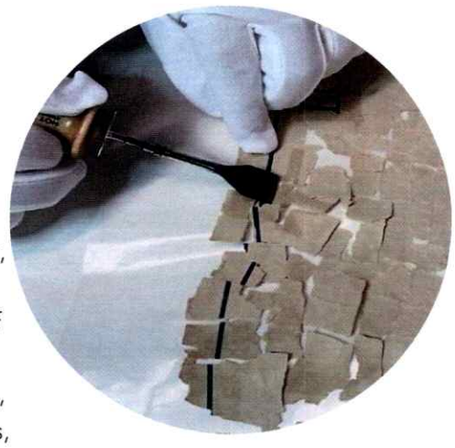
### *No Data Left Behind Guarantee*

For digitization and indexing, RDS implements a rigorous multi-stage review process. All data is double-checked for maximum precision and reliability. Discrepancies are immediately addressed. Dedicated to achieving the highest standards of accuracy, RDS ensures no piece of information is overlooked.

### *Image Quality*

Technical scanning equipment and software are fine tuned for all paper types, including historical and oversized. All images run through proprietary software, with multiple quality checks. For images below an acceptable threshold, each image section is manually adjusted to produce the highest possible legibility.

### *White Glove Treatment*



Each document entrusted to RDS receives the 'white-glove treatment.' Operations adhere to the *American Institute for Conservation*'s (AIC) *Code of Ethics & Guidelines for Practice*. Document preservation is as much art as science. It demands meticulous assessment, skilled analysis, and bespoke treatments using advanced (but proven) techniques. RDS is comprised of the private industry's most experienced and tenured staff for public records of a diverse range of clients (e.g., government, educational institutions, religious dioceses, and professional archivists).

# Preservation Services

Records custodians oversee a vast and invaluable repository of documents that form the backbone of each community's history, legal framework, and administrative functions. Recognizing this role's critical nature, RDS is dedicated to helping preserve, manage, and optimize these assets. Services are tailored for government recording offices, with the goal to ensure the longevity of records of enduring value. RDS addresses this range of services, all centered on supporting the preservation and access of county records, such as:



## Conserve & Treat

As an original source and/or permanent retention, public records bridge the trust between public and government. The understanding of climate control and chemical processes only advanced within the latter 20th Century. Collections retain the effects of use and abuse (sometimes with the of best intentions). Without treatment and/or archival rehousing, many collections are endangered; conservation is required to halt the ravages of time.



## Scan & Process

Counties manage a variety of paper types and sizes. RDS has the equipment and experience to digitize any document type, from legal files to oversized maps. RDS is also experienced with data conversion, regardless of the original medium, and offers multiple outputs to support any security concerns, such digital backups and archival microfilm.



## Enhance

RDS improves clarity and legibility of scanned digital images. Image enhancement software and techniques significantly improve image quality. Critical for historical records, especially negative Photostats, handwritten documents, seals, and signatures. Software developers fine-tuned this proprietary software over decades and tens of millions of scanned images.



## Index

A well-structured index is key to accessing digital records. Services do not stop with data extraction; instead, RDS ensures all data is accurate, complete, and integrates seamlessly into the target system(s). *The RDS team includes former county recording deputies who understand the nuances of land, court, and historical records.* First, RDS commits to capturing a county's specific indexing rules so field (e.g., book & page, grantor/grantee details) is captured with precision.



## Redact

Public records often contain sensitive information to protect. RDS combines AI-powered redaction technology with human review to ensure proper redaction for this confidential data–the privacy of constituents is too important less than absolute accuracy.

# Statement of Work

The collection and/or batch is logged, boxed, and transported to the *Conservation & Digitization Lab* for services. The collection undergoes an intake process, with tracking and reporting data communicated to the County Clerk.

## Physical Preservation – *Conservation Treatments & Archival Housing*

The following conservation treatments are considered for each page, as appropriate. Each treatment is tested prior to application, with careful testing of non-standard inks, markings, and emulsions.

The goal of all services is to protect all records of enduring value and safeguard its ongoing value as a public record. All actions extend the life of the historical source document for hundreds of years.

### Assessment & Documentation of Treatment

A comprehensive assessment of each page's condition occurs to verify the Work Order, and confirm the extent of surface contamination, presence of accretions (such as insect specks and mold residue), and the presence of any past repairs or tapes.

Preparation of thorough written treatment and photographic documentation in accordance with the *Code of Ethics* of the *American Institute for Conservation (AIC)*. Detail of the asset prior to treatment, and the procedures and materials utilized.

### Surface Clean

Records are dismantled by hand (RDS does not guillotine book blocks). All fasteners are removed.

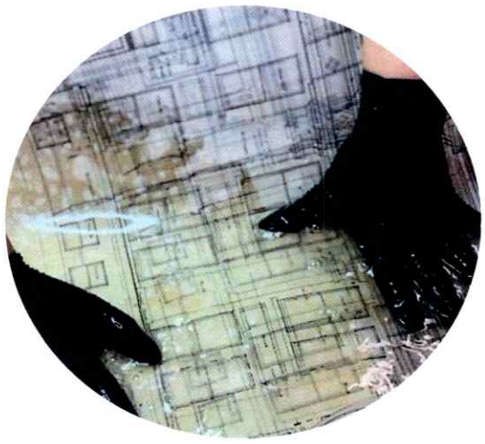
*These pages bare visual signs of a history of use and handling with high levels of grime and some staining.* Superficial grime, dirt, and soot are gently removed using soft brushes, powdered erasers, or soft block erasers (vulcanized rubber). Accretions (e.g., insect specks) are reduced with a small sharp tool such as a conservator's spatula.

Micro-organics are addressed with specialized vacuums and/or other appropriate methods.

### Reduce Old Repairs

Previous repairs are reduced page-by-page, as appropriate (e.g., pressure sensitive tapes, cellulose tape, adhesives, book binders tape, rubber cement). Water soluble repairs are addressed through a water bath, moisture, or steam. Otherwise, treatment commences with the application of heat and/or organic solvents (with OSHA accommodations).

For plats and maps, RDS assesses each for the appropriate method of treatment to reduce the extreme instances of pressure sensitive tapes, adhesives, and acid backings. This may include application of solvents or immersion in a solvent bath *(see exampled right)*. Prior to washing, a solubility test is performed on every ink and color to ensure media stability.



### Deacidify

Deacidification neutralizes acids and deposits a buffer of magnesium oxide. This is a thin mist application of *Bookkeepers®* magnesium oxide to each side of the page (non-aqueous). Random testing ensures confirms pH. *Careful consideration is given to mediums altered by deacidification (e.g., colored inks/pages, emulsions).*



### Mend, Fill, & Guard Pages

Tears are meticulously repaired using thin strips of Japanese paper and a starch paste or other conservation-quality adhesive. For voids or losses, inlays of Japanese paper pulp or paper similar in weight, texture, and color are considered. As appropriate, the Plats/Maps are backed to support fragile pages.

### Encapsulate

Pages are encapsulated in custom sleeves of SKC SH72S Polyester PET Film, sealed along three edges, ensuring optimal protection without damaging the content *(see exampled on the following page). Please note that binders may return split into volumes due to the bulk added by the encapsulation process.*

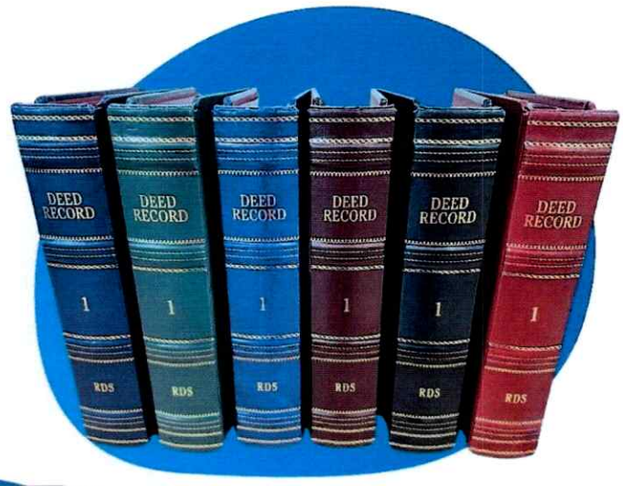
**Spotlight on Conservator's Notes**

*Encapsulation is recommended due to the age and fragility of these pages (evident by yellowing and embrittlement; presence of rips, tears, cockling; fragmented edges). Encapsulation protects the County Clerk's investment in these Montague County assets by providing an increased measure of protection. Only encapsulation permits visibility, integrity, and protection of the entire page.*

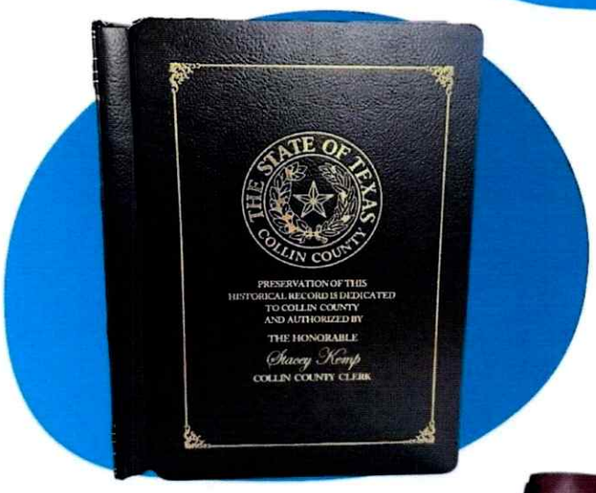
## Rehouse

*Binders are crafted by hand in the RDS Conservation Lab.* All binder components are archival and acid free.

Pages are bound into custom archival-grade post (mechanical) binders in the Heritage style *(see exampled on this page)*. Each page is precisely measured to $^{1}/_{32}{}^{nd}$ of an inch for perfect fit.



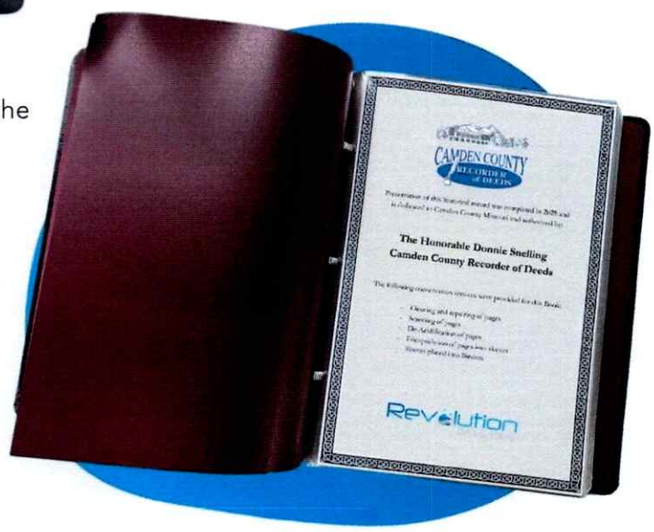

New binder materials are available in several colors and materials *(see exampled to the right which features a binder style with four hubs)*.




Binder imprinting on the cover and spine is accomplished with traditional tooling methods and equipment to achieve lettering that does not fade nor wear. Tooling design can match the originals or incorporate the addition of a County seal and/or custom dedication.

An internal customized dedication page details treatments and honors the County Clerk and/or other official(s) commissioning the project.

Tabs in poor condition are repaired and/or replaced, as appropriate. Replacements are poly tabs with imprinting occurring in house at RDS to match or coordinate with the originals.



## Digitization - Capture, Scanning, Processing, & Formatting

A proven scanning process delivers high-quality digital images and reduces access of the original records (supporting their preservation and longevity). Each page is handled with care, scanned with advanced imaging equipment, and converted into the necessary formats.

- *High-Resolution Scanning*
  Pages are scanned at a resolution of 300 DPI, ensuring crisp, high-quality images capturing even the finest details. The initial scan produces greyscale JPEG images, which are ideal for capturing subtle nuances in the document, such as annotations, stamps, or faded text.
- *Image Conversion*
  The JPEGs are converted to single-page, PDF or TIFF images. This ensures that file size remains manageable for storage and retrieval.
- *Specialized Handling*
  For fragile and oversized documents, RDS uses specialized book and overhead scanners. This non-invasive method ensures all are handled with care, preserving integrity. RDS practices cross-training, so all Technicians are skilled in conservation-level mending, and all supervisors are also highly experienced.

*Group IV compression is a standard format for archiving, designed to optimize file size without sacrificing image clarity, making it an ideal solution for import into the County's software.*

Throughout scanning, each document is tracked and logged, ensuring a complete and accurate inventory. Combining high-resolution scanning, careful handling, and efficient compression ensures that the digital copies are both high-quality and easily accessible, ready for integration into the target system.

- Each book is carefully prepped (e.g., unfolding pages, relocating additional media such as post-it notes to open spaces or separate pages, repairing any torn pages via archival methods).
- Each book is reassembled and returned in the proper order.
- Misfiles (records in incorrect folders) are corrected as found. *In extreme cases, this service is subject to additional charges with County approval.*

## Quality Assurance (QA)

Multiple safeguards and manual processes ensure RDS accounts for each page:

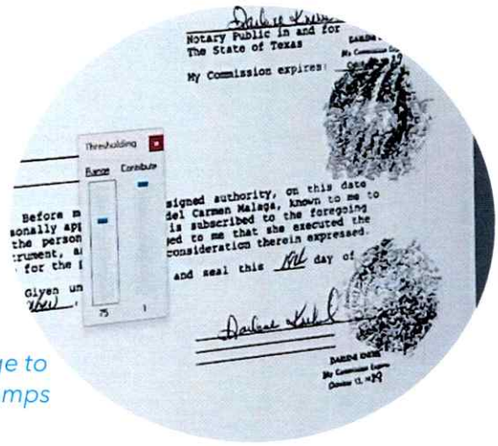
- *QA Step 1: Data Extraction*
  Scanning software extracts key metadata during capture allowing operators to verify page counts, irregular scans, and Page Nos. With machine learning (ML) functionality, this software recognizes pattern interruptions, and presents operators with a work queue of images for visual checks.

- *QA Step 2: Manual Verification*
  Using oversized high-definition monitors, scanner operators/preppers manually sight checks each scanned image. The last page and total page count of each book is verified against the scanned images folder. Errors are rectified (if possible) or the book is flagged with a detailed abnormality report.
- *QA Step 3: RDS Standards of Service*
  After the initial round of manual verification, RDS operators switch stations and manually sight-verify again. Each digital image is a validated true representation of the original record by a visual comparison to the original record.

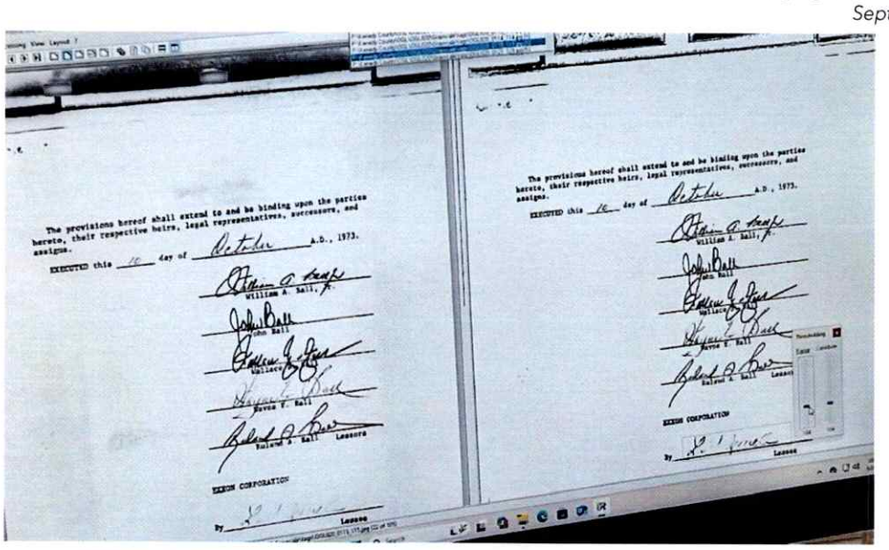
## Digital Image Enhancement

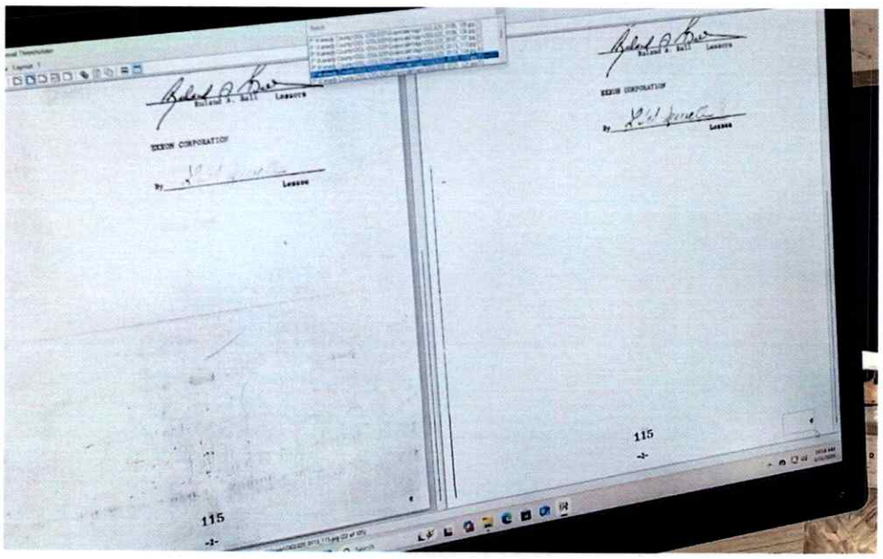
Each image undergoes a comprehensive image enhancement process such as refinements of contrast, brightness, and sharpness. The goal is to produce a legible image for the public recording systems. Distortions or blemishes caused by age, wear, or document quality are adjusted using specialized software for the best possible representation of the original. Each digital record is enhanced using a combination of automated and manual processes to ensure output of the highest quality image.

- *Deskew*
  Correct orientation via straightening prior to Quality Control (QC) and further processing.
- *Crop*
  Removal of unneeded borders resulting in an easier-to- read image. This process also reduces the file size for more efficient storage. RDS' software auto-crop functionality accurately processes large volumes of files.
- *Automatic Contrast*
  Historical documents are often yellow or brown with age, so contract adjustment automatically detects issues. This adjusts the relative lightness and darkness of different areas of the page to adjust to uniform levels.
- *Despeckle*
  Uneven page tone can result in high levels of 'noise' or unnecessary speckles on the final image. A despeckling algorithm removes such noise and produces a superior quality final image with an even tone (saving text like periods or the dot over an 'i').
- *Manual Enhancement*
  Collections often contain barely legible pages that require special care. RDS specialists utilize premium image enhancement software to manually enhance each section of each page, this ensures that each letter, stamp, date, signature is as legible as humanly possible.




*See right and on the following page, a RDS technician manually enhances a digital image to ensure that all text is legible, even where stamps cover data.*




## Media Compilation & Delivery

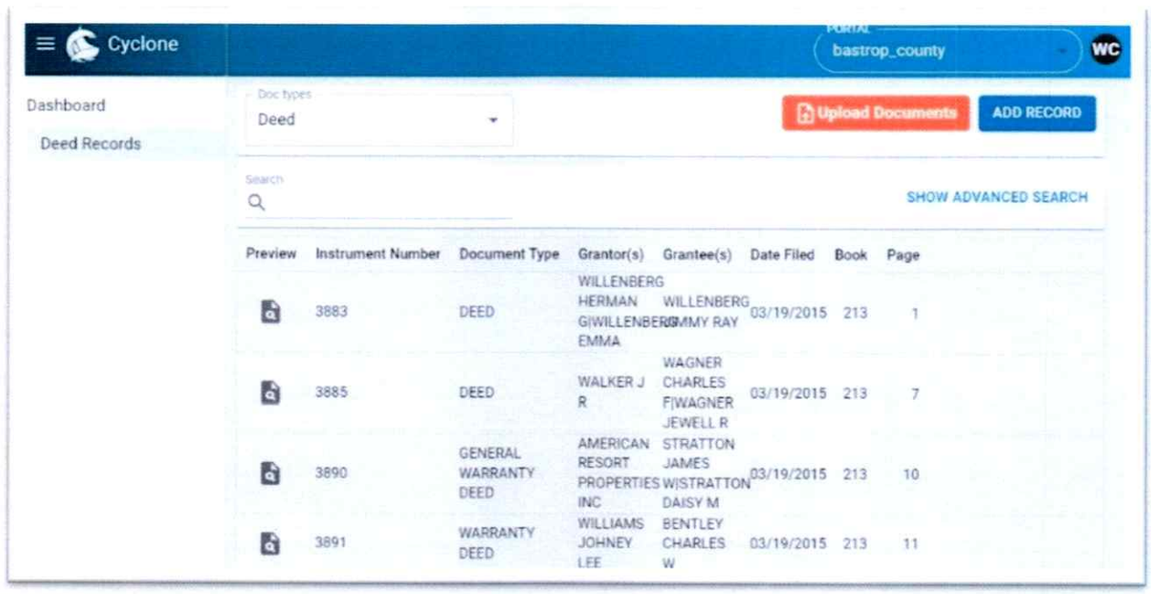
The County receives all images and metadata on a physical storage device of its choice.

## Long Term Digital Preservation: Cyclone Vault *(Optional)*

RDS securely stores the digital backup of all scanned files within its Cyclone Vault, an advanced digital preservation platform. This ensures that the Montague County Clerk's Office has perpetual access to its records, which are safeguarded for long-term reliability and security.

Cyclone Vault aligns with the OAIS framework and supports federal, state, and local retention standards. Digital preservation tools help agencies confidently meet legal mandates while maintaining accessibility. The OAIS framework is the gold standard for digital preservation–to guide every solution the RDS delivers. This internationally recognized model (ISO 14721) defines best practices for preserving digital records with integrity, accessibility, and usability over time.

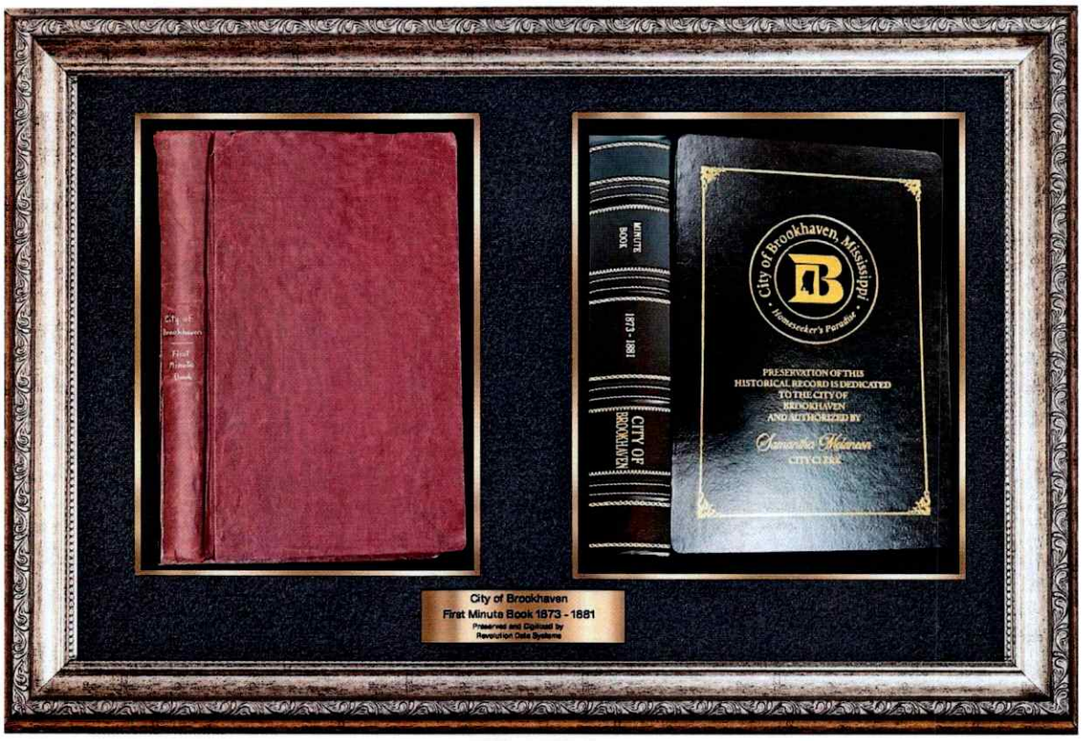
By aligning with OAIS, this system supports long-term reliability, enables transparent data stewardship, and helps agencies meet compliance requirements with confidence. It assists the County future-proof its digital records while maintaining full control of its data.



## Shadow Box Display *(Optional)*

RDS works with the County to customize a shadow box display for this project – options for display include the existing binder cover in contrast to a new one or re-creations of key pages. The brass plaque(s) can summarize the history of the volume, county, previous re-binding methods, and/or commemorate the

Framing is museum-quality with conservation-grade glass or UV filtered polycarb. The mat and backing are available in suede (with color options such as black or white) and fillet liners. All components acid-free. The framing is available in a variety of woods and color stains.



# Project Approach & Timeline

*RDS is privately owned and operated. It launched in 2015, combining the collective experience of its core team, centering on helping organizations digitize documents and untangle kinks in business processes. RDS assembled a team of industry experts and a technology stack to help make managing documents and data simple for clients.*

## Project Timeline

Upon execution of project, RDS and the County mutually agree to a project timeline and schedule of milestones. Typical duration of a similar project requires a minimum of a twelve (12) week turnaround upon commencement of services, defined as agreement of the scope of work (noting such information as binder lettering, coloring/materials, dedication, and tabbing methodology).

## Records Access

It is extremely important to the RDS that County Clerk's operations are not affected during this project. When a county employee or researcher needs a document in the RDS' possession, each order is fulfilled by sending a digital copy of the requested document(s) via an existing *Rapid Document Request System*. Requests are accepted via email or phone, Monday-Friday, 7:00 AM to 4:30 PM CT.

## Project Location

RDS transports the records to a secure *Conservation & Digitization Lab* in Dallas, TX, which offers the following protections:

- Optimal temperature and humidity levels are regulated to stabilize and preserve the integrity of documents.
- Advanced fire suppression including smoke detection and alarm systems.
- Access restrictions include keycard entry systems and biometric access controls.
- Monitoring 24/7 by a comprehensive surveillance system (including CCTV).
- Backup power to ensure operation of security and climate control systems.
- Digital backups of all scanned data are stored in multiple secure locations.

## Equipment List

RDS uses a variety of high-quality scanners tailored to the specific needs of each project:

- Canon X10CII Production Scanners
- Bookeye Book Scanners
- Contex Wide Format Scanners
- Flatbed scanners

RDS employs three (3) certified hardware technicians responsible for repair and maintenance of all equipment. All equipment is routinely serviced to avoid downtime and guarantee optimal output quality. Additionally, scanner operators have extensive experience and are highly skilled in troubleshooting. They are proficient in performing routine tasks like changing rollers and other parts to keep the scanners functioning at their best, ensuring minimal disruption and maximum efficiency throughout the project.



## Project Management

The Account Executive, Lizzy Russell, serves as the primary point of contact throughout the project. She resides in the Dallas Metroplex. Lizzy's passion for her clients' success is evident, as she known for an earnest and committed pursuit to filling information gaps, identifying sources and frustrations, and digging through archives and databases. This ensures that all services are in the best interest of the client and that all parties are confident in all deliverables.

## Quality Assurance Plan

RDS takes pride in investing in both people and technology, and prioritizes hiring and retaining full-time, highly experienced professionals instead of relying on temporary staff. The County is assured of a partner with a deep understanding of document preservation and scanning intricacies and pitfalls. Each member of the RDS team who interacts with the County, handles its books, or inspects its data brings years of experience and has completed hundreds of similar projects.



RDS prioritizes quality, safety, and continuous improvement in every aspect of its services. All Conservation Technicians hold an average tenure of seven (7) years in the industry, with the majority holding over 20 years of experience. The lead of the Digitization Lab holds over 30 years of industry experience.

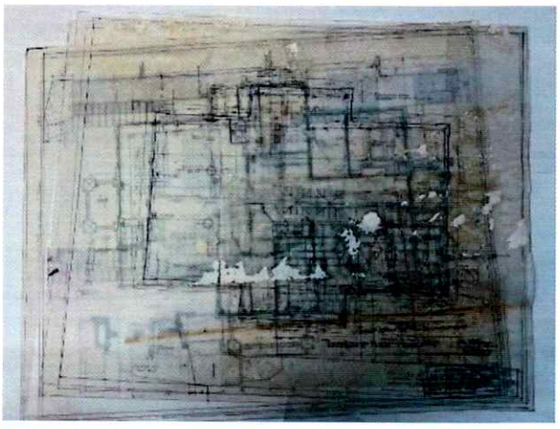
Each Team member has an active role in shaping quality training, incentive programs, and safety protocols. Project team resumes are available upon request.

Through employee-driven quality initiatives, cutting-edge monitoring tools, and a commitment to continuous improvement, RDS ensures the highest level of accuracy, reliability, and customer satisfaction in every project.

All project documentation, including inventory lists and Chain of Custody records, are provided to the County for its records.







*Pictured above left is Kevin Grogan of RDS (middle), County Clerk Margie Castellano (L), and Judge Jhiela 'Gigi' Poynter (R) in 2024. RDS is presenting a framed re-creation of one of a small handful of original schematics of the historic Refugio County's Courthouse (TX). This building was damaged in Hurricane Harvey and the schematics crucial to its restoration.*

*See pictured to the immediate right as these schematics were all adhered together prior to preservation and restoration by RDS, and delivery pictured above right.*

## Transportation Plan

### *Initial Coordination & Planning*

RDS schedules a meeting with project leads from Montague County to review project details, establish timelines, and coordinate secure transfer dates and times for moving the records offsite.

***Secure Pickup***

- RDS arrives at the County at the agreed-upon time, equipped with all necessary packing materials (e.g., boxes labeling supplies).
- An initial inventory is conducted in collaboration with the County Clerk to document the condition, order, and organization of the batch prior to transfer.



*RDS recently in action for a similar project with the Buchanan County Recorder of Deeds (MO) project pickup.*

***Chain of Custody Documentation***

- A detailed Chain of Custody Document listing all records is created by the RDS onsite project lead. This document is signed by both approved County personnel and RDS to ensure transparency and accountability throughout the transfer process.

***Loading & Transport***

- The records are securely loaded into RDS transport vehicle(s), equipped with advanced security measures to ensure the safe and secure transfer of materials.

***Secure Delivery***

- Upon arrival at the RDS facility, the transport vehicles is unloaded in a secure receiving area by RDS personnel.
- Each record is placed into a secure vault within the facility, monitored 24/7 by state-of-the-art security systems.
- All records are logged into RDS' inventory management system, including the time of arrival, ensuring continuous tracking throughout digitization.




- A Chain of Custody Document noting the records' entry into the RDS facility is sent to the County for verification.

# Professional Services Pricing

**Please note that all Binders are crafted by hand in Texas by the RDS Conservation Lab.**

| Montague County Clerk, TX<br>*Preservation & Archival Imaging of Historical Records*<br>COST PROPOSAL | | | | | |
|---|---|---|---|---|---|
| RECORD SERIES | VOLUME / DATE | DESCRIPTION SIZE | DESCRIPTION FORMAT | LEVEL OF SERVICE | PRICE QUOTE |
| Rugeley Journal | 1896 | 12x7.5 | M/BD | Preservation & Digitization | $1,105.00 |
| Trustee's Records Journal | 1942 | 12x7.5 | M/BD | | $1,105.00 |
| Landlord's Lien Record | 7/1/1902 | 13x8 | M/BD | | $1,007.50 |
| No. 1 RD Rugeley | No. 1 / 1883 to Dec. 31, 1889 | 12x7.5 | M/BD | | $2,062.50 |
| Record of Dentistry | | 13x8.5 | M/BD | | $1,241.50 |
| Record of Acknowledgement | | 11x9 | M/BD | | $1,161.40 |
| Record of Acknowledgments | | 11x9 | M/BD | | $1,187.50 |
| | | | | Records Transportation | No Charge |
| | | | | **PROJECT TOTAL** | **$8,870.40** |

**All Terms and Conditions Apply*

### *Optional Services*

- ❑ Long Term Digital Preservation Solution:
  Cyclone Vault Records Management System.....*$875.00 Per Year*
- ❑ Shadow Box Display of Original Binder Covers...*Determined Per County Input*

### *Scope & Pricing Notes:*

- All volumes are [M] handwritten (manuscript) and [BD] bound in sewn binders.
- Preservation includes Conservation Treatments (Surface Clean, Flatten, Reduce Adhesives/Repairs, Mend), and Deacidification.
- Rehousing in Mylar Encapsulation and Archival Recorder Binders. Depending on the page count, each book may return split to minimize binder weight/size.
- Volumes noted with paper or poly tabs receive new tab sets.
- Archival Imaging includes image cleanup, thresholding, and zonal enhancements in addition to the basic services of crop, deskew, despeckle. Greyscale capture with output to greyscale or bitonal.
- Page counts include attachments, inserts, index tabs, and flyleaves. The bulk of the volume that is blank (following the last page of recorded information) is not included in the page counts herein.

- Digitization pricing is conditional upon conjunction with Preservation. Otherwise, it is subject to charges to accommodate imaging bound volumes.
- Digitization includes file naming each digital image by *Book, Volume, & Page*.

***Acceptance***

*Accepted and agreed to by the undersigned:*

***Montague County, Texas***

Kim Jones — *Signature of Authorized Official*

11/9/26 — *Date*

Kim Jones — *Printed Name*

County Clerk — *Title*

**Our Promise to You**

Montague County is assured that each RDS is committed to each project it accepts. If any delivered service is deemed unacceptable, RDS swiftly addresses it at no additional cost. RDS ensures records are protected, preserved, and seamlessly accessible for future generations. **Whatever it takes.**

***Terms & Conditions***

*Proposal Validity.* This proposal is valid for ninety (90) days from the date of issue.

*Project Scope & Pricing.* Pricing is based on the conditions and estimated quantities described in the Statement of Work. All quantities are Good Faith Estimates (GFE). Should actual project volumes or conditions exceed the assessed scope, the Project Fee will be increased proportionally to reflect the additional work required.

*Work Period.* Any stated project schedule is an estimate and begins upon the Customer's written approval of final samples. RDS is not responsible for delays caused by factors outside its control, including Customer review periods or delays associated with third-party software vendors.

*Acceptance of Project Deliverables.* The client is responsible for confirming that the assumptions in this agreement are accurate and, by signing this agreement, agrees to those assumptions. RDS will make necessary corrections to data identified within sixty (60) days of the final delivery date for work performed under this contract. If no issues are raised within that sixty (60) day period, the client agrees and acknowledges that all data is correct and accepted as delivered. Any changes requested after sixty (60) days from the final data delivery date will fall outside the scope of this agreement and may be subject to additional charges by RDS.

*Digital Data Storage.* RDS is not responsible for the long-term retention or storage of Customer images or index data following project completion. Upon written request, RDS may provide additional copies or exports of images and index data, subject to availability. Such requests are billable at $0.01 per image for the first one (1) million images and $0.005 per image thereafter, plus applicable media, handling, and data compilation charges. All Cyclone image and data exports, whether during or after the project term, are subject to the same fee schedule.

*Disposition of Physical Materials.* Upon final delivery of project deliverables by RDS, the Client shall provide written direction regarding the disposition of any original or physical materials remaining in RDS' possession. The Client must elect one of the following options within sixty (60) days of final delivery:

1. **Return of Materials.** RDS will return the physical materials to the Client at a mutually agreed date and location. Any return transportation, handling, shipping, or courier costs not specifically included in this agreement may be billed to the Client.
2. **Secure Destruction.** Upon written authorization from the Client, RDS will securely destroy the physical materials. If requested, RDS will provide confirmation of destruction following completion.
3. **Continued Storage.** The Client may request that RDS continue storing the physical materials after the sixty (60) day period. Continued storage is subject to RDS approval and will be billed beginning on the sixty-first (61st) day following final delivery. Monthly storage fees are as follows:
    - Book: $2.50 Each Per Month
    - Standard Box: $5.00 Each Per Month
    - Banker Box: $7.50 Each Per Month

If the Client does not provide written disposition instructions within sixty (60) days of final delivery, RDS may continue storing the materials and invoice the Client for applicable storage fees until written disposition instructions are received and completed. RDS is not responsible for delays, costs, or continued storage resulting from the Client's failure to provide timely written instructions.

*Limitation of Liability.* In no event shall RDS be liable for lost profits or special, indirect, incidental, consequential, liquidated, or punitive damages, even if RDS has been advised of the possibility of such damages. RDS' aggregate liability shall not exceed the amount received from the Customer under this Agreement and its associated addenda.

*Disclaimer of Warranty.* Except as expressly provided herein, neither RDS nor its vendors make any express or implied warranties regarding the products or services provided, including warranties of merchantability or fitness for a particular purpose. RDS does not warrant that products, images, data, or services will be uninterrupted or completely free from errors.