



The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

**DISCUSSION:**

Prior to 1900, when official records were recorded they were hand copied into hardbound books and the index to these records was maintained in another hardbound book. The materials (ink, paper and bindings) used to transcribe these records for posterity are not conducive for long term preservation and in most cases are prone to quick deterioration. For instance, wood pulp paper is extremely acidic and unstable and the ink used contained sulfuric acid which is slowly fading, making the records difficult to read. The restoration process involves de-acidification and repair of the pages to ensure the deterioration is halted and the record is returned to nearly the same condition as when it was created. Prior to rebinding, new images are created from the restored pages so a pristine image can be available. The Recorder then has the ability to microfilm the enhanced images. During the rebinding process, the pages are placed in mylar envelopes and encased in fire resistant binding for additional protection.

Currently, the Solano County Recorder is entrusted with safeguarding and maintaining over 1,300 historic volumes of historic official records. These records date back to 1850 and are the original permanent manuscripts of the early settlers of our county. Given their age and condition, it is necessary to have them restored and preserved so as to improve the legibility of the information and maintain their usability for many years to come. As such, the Recorder is requesting the authorization to approve the contract with Kofile Technologies, Inc. (Attachment A). This will ensure the continuation of the restoration project initially started in 1994 and restarted in 2016. With the board's approval the preservation work will restore additional volumes of historic official records over the next three years. This will be an ongoing project that can span upwards to fifteen years. Recognizing the need for continued available funding through the Recorder Special Revenue Fund, the Recorder will prioritize restoration to the most at risk historic volumes.

**ALTERNATIVES:**

The Board may choose not to approve this contract with Kofile Technologies, Inc. This is not recommended as it will lead to continued deterioration of the records, result in illegible records and will put the Recorder at risk of losing official records it is entrusted by the State of California and the County of Solano.

**OTHER AGENCY INVOLVEMENT:**

The General Services Central Services Division was consulted and concurs with the recommendation. County Counsel reviewed the contract as to form.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**