



Honorable Cheryl Jones
Brown County District Clerk

Microfiche Conversion of Case Files

August 11, 2025

Presented by:

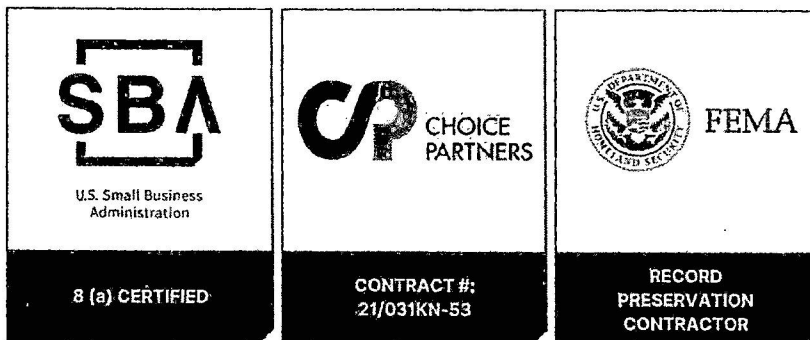
Lizzy Russell

erussell@revolutiondatasystems.com

(901) 496-7242

Revolution Data Systems

8130 John W. Carpenter Freeway Dallas,
TX 75247



September 29, 2025

(Exhibit #5)

Executive Summary

Revolution Data Systems (hereinafter also referred to as RDS) is pleased to provide this proposal to Brown County District Clerk. This proposal outlines a detailed plan to convert Case Files on microfiche to digital images (including Civil Files, Criminal Minutes, Child Support, Tax Judgement, Tax Minutes, Adoptions, and Civil Minutes). At present, the County no longer possesses any functioning microfiche readers. As a result, these documents—which may contain critical historical or legal information—are effectively inaccessible in their current format.

By converting the microfiche into digital files, the County will regain immediate access to these records, enabling staff to search, retrieve, and share information quickly and efficiently. This digital transformation will not only preserve the content for long-term use but also eliminate the dependence on outdated and unavailable hardware.

Our Story

RDS helps government agencies deliver services more efficiently, transparently, and cost-effectively. We specialize in the digitization and preservation of historical documents like property, vital, court, education, financial, and human resource records. Our team has helped hundreds of government offices across the country digitize, preserve, and protect their historical archives.

We Are Passionate About Government Archives

RDS was proudly founded to serve counties across the United States. As a District Clerk, you are the keyholder to unlocking your county's history. Our services enable you to:

- **Illuminate the past**, by transforming dusty archives into living, digital chronicles, shining a light on the rich tapestry of your county's heritage for all to explore and appreciate.
- **Bridge Generations**, by connecting the dots of lineage and legacy, offering your community the priceless gift of understanding their origins and the journey of their forebearers.
- **Preserve the Pillars of Heritage**, by safeguarding fragile documents and records, ensuring that the foundational stories and pivotal moments of your county stand resilient against the ravages of time.
- **Democratize Access to History**, by tearing down the barriers to information, ensuring that every citizen has the key to unlock the treasure trove of their collective past, fostering a sense of unity and belonging.
- **Craft a Future Informed by the Past**, by leveraging the lessons and insights gleaned

from historical records, guiding policy-making, and community development with the wisdom of hindsight and the clarity of foresight.

What Sets Us Apart?

No Data Left Behind Guarantee:

We implement a rigorous multi-stage review process by our skilled RDS employees. Every piece of information is double-checked for maximum precision. Any discrepancies identified are immediately addressed to enhance the reliability of your data. This is our dedication to achieving the highest standards of data accuracy, ensuring no piece of information is overlooked.

Image Quality:

Our document scanning equipment and software is fine tuned for historical documents. All images are run through our proprietary imaging software and manually checked by operators to identify poor quality images. Operators manually adjust each section of poor-quality images to produce the most legible image possible.

Assumptions

The following assumptions are based on a survey conducted by RDS in July 2025. Please thoroughly examine each detail, noting that these are preliminary estimates and may change depending on the actual scope of the project.

Range and Volume Estimates

- All containers have envelopes except for Drawer 8, which contains loose fiche.
 - Each envelope contains ten (10) fiche.

CONTAINER	RECORD TYPE	DETAILS
Drawer 1	Civil File	#21441 - #22999
Drawer 2	Civil File	#22 - #3974
Drawer 3	Civil File	#10981 - #19999
Drawer 4	Civil File	#20000 - #21440
Drawer 5	Criminal	#3228 - #7501
Drawer 6	Civil Minutes	Vol 1 pg 1 thru Vol 109 pg 69-83
Drawer 7	Civil Minutes, Child Support, Tax Judgment, Tax Minutes	Civil Minutes Vol 1 - Vol 109, Child Support Adams - Zinkler, Tax Judgment Vol 3 - Vol 6, Tax Minutes Vol 9 & Vol 10, Divorce Vol 6- Vol 11
Drawer 8	Civil File	#22300 - #22999 (no envelopes in this drawer - fiche loose)
Box 1	Criminal Minutes, Adoptions, Civil Minutes	Criminal Minutes Vol 8-Vol 42, Adoptions Vol 1 & Vol 2, Civil Minutes Vol 4
Box 2	Criminal Minutes	Criminal Minutes Vol 8 - Vol 43
Box 3	Criminal Minutes DC	Vol 8 - Vol 23

Statement of Work

RDS will box, log, and transport records to RDS facility.

RDS will transport the records to their secure scanning facility. RDS will work with District Clerk to determine exact dates/times for each pickup/delivery.

Media Conversion to Digital

- Records are scanned at 300dpi to ensure high quality scanned images.
- Criminal Records are stored on 16mm Jacketed Microfiche. Once scanned and indexed, microfiche will be placed back in correct order in their original boxes.
- RDS will prepare the microfiche jackets for scanning, ensuring that all pages are in the correct orientation and readable. Any damaged or misfiled fiche are flagged for review by the District Clerk.
- Each page of the jacketed microfiche is scanned using high-resolution fiche scanners to ensure the highest quality digital images.

Digital Image Processing

Each scanned record is enhanced using the following processes to ensure the highest quality images possible:

- *Deskewing*: If the orientation of paper fed into scanners is slightly off-center, the resulting digital image may be skewed and needs to be straightened before QC and further processing.
- *Image cropping*: Cropping removes unneeded borders, makes the image easier to read and reduces the file size for more efficient storage. Our software auto-crop functionality processes large volumes of files accurately.
- *Automatic contrast*: Scanned images of old documents often require adjustments in their contrast to make the words more legible. Our enhancement tools can automatically detect issues in contrast and adjust the relative lightness and darkness of different areas of the page and adjust them to more uniform levels.
- *Despeckle images*: Old documents with an uneven page tone result in scanned images with high levels of 'noise' or unnecessary speckles on the final image. Our despeckling algorithms remove noise and produce a superior quality final image with an even tone.

File Naming (Indexing) & Data Formatting

RDS indexes by file naming all images by Court, Case, & Year (or Book/Vol./Page). Additionally, RDS can work with the County to identify records based upon the indexing values as specified and required by the software vendors.

RDS utilizes manual human indexing and auto-indexing software in tandem to produce a 100% accurate database of index data. All fields are manually verified by two (2) separate technicians to ensure data is completely accurate.

For data that cannot be read to 100% accuracy by the human eye (e.g., smudged ink, faded ink, missing fields), RDS creates an Exceptions Report. The County has the ability to correct exceptions before data is loaded into the system. Once the missing data is verified, the data is added to the final deliverable.

Each image is formatted per the County's specifications for import into its records management system.

RDS is committed to a successful import. RDS sets itself apart by taking this commitment to the next and final steps for all clients. RDS is willing to manage the importing process and serve as the point of contact between the County and its software vendor to facilitate this loading process – at no additional cost to the County.

Media Compilation & Delivery

Client will receive all images and metadata on a physical storage device of their choice.

Records Access

It is extremely important that operations are not affected during projects. When a county employee or researcher needs a document in our possession, our document request team fulfills orders by sending a digital copy of the requested document(s). To request a record, email RecordRequests@revolutiondatasystems.com with the required book and page numbers. Optionally, call 945-235-8600 to speak to a live operator. Our operators are available Monday through Friday from 8:00AM to 4:30 PM CST.

Professional Services Pricing

RDS will charge for the exact volume produced. Billing will not exceed the fiscal year budget (amount of the Purchase Order) without written authorization from the District Clerk. Billing terms include invoicing upon acceptance of work per the mutually agreed upon schedule of milestones/deliveries, with payment net 30, unless otherwise agreed upon with the client.

Brown County District Clerk, TX Microfiche Conversion of Case Files Project Pricing			
Service	Unit Price	Estimated Volume	Total
Archival Microfiche Conversion to Digital ◦ Digitization includes file naming each digital image by Court, Case, & Year or Book, Volume, & Page. ◦ Assumes one image per frame.	\$0.44 / Image	75,696 Images	\$33,306.24
Pickup & Delivery	\$500.00	2 Trips (One Way)	\$1,000.00
Total Price			\$34,306.24

☐ **Full Service Indexing available at \$2.85/Document**

This level of service captures the following fields:

- ◇ *Civil File:* Case Type, Case No., First Plaintiff, First Defendant, & File Date
- ◇ *Criminal File:* Case Type, Case No., & File Date
- ◇ *Tax File:* Case Type, First Plaintiff, & First Defendant

Acceptance

Upon signature, RDS will build a work order detailing the project schedule.

Hon. Cheryl Jones
Brown County District Clerk

Date

Our Promise to You

We ensure your complete satisfaction. If any image or index falls short, we will swiftly correct it, at no additional cost. We will see your project through to completion, working with your software provider until the records are seamlessly integrated into your system.

Limitation of Liability. IN NO EVENT, SHALL REVOLUTION DATA SYSTEMS (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. In any event, RDS' liability in the aggregate shall not exceed the amount received by RDS from Customer under the Agreement during the Term of associated Addendum(s). No action under the Agreement may be brought by either party more than one year after the cause of action occurred, except that an action for nonpayment may be brought within one year after the date of last payment.

Acceptance. The client is responsible for ensuring that the assumptions are correct and agrees to all upon signature of this agreement. RDS will make necessary corrections to data within (6) months from the final deliverables date of postage or electronic transfer. If no issues are raised within (6) months from the date of data delivery the customer agrees and acknowledges that all data is correct and accepted thus requiring no changes. If the customer deems changes are required after (6) months from the date of data delivery such services fall outside of this agreement and are subject to charges by RDS.

Work Period. Project work periods are estimates and begin from the time in which final samples are approved and accepted in writing by the customer. RDS is not responsible for project delays outside of RDS' control during the sample approval process or post-delivery of data by RDS to the software vendor.

Fees. Fees for the services are as specified. Fees are subject to change if; a) the actual number of estimated counts differ from the data collected by either party and reflected in this agreement or, b) the parties mutually agree to changes in the scope of services in writing that requiring a possible change in pricing. Customer will be notified of any changes as early as possible, however inaccurate estimates do occur and cannot always be identified prior to final invoicing constituting a greater or less than final total from the total reflected within this agreement. The customer understands the possibility for increases in the final total based upon inaccurate estimated counts and agrees to pay for such increases.

Disclaimer of Warranty. EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER RDS NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE IMAGES MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY RDS PAST AND PRESENT OR THE PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER RDS NOR ANY OF ITS VENDORS WARRANTS THAT THE IMAGES OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY RDS PAST AND PRESENT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETELY FREE.