

WAYLAND COMMUNITY PRESERVATION ACT PROJECT APPLICATION FORM

Note: The form fields will expand as you type. Use tab or your cursor to advance to the next field. If you prefer, you can download a .pdf version of this Project Application Form to complete by hand from the Community Preservation Committee page on the Town's website (<https://www.wayland.ma.us/community-preservation-committee>).

Please provide all applicable information to help the CPC evaluate your proposal. If you are using this fillable Word form, please save with a file name referencing your board or committee and the project (e.g., HistComm_OldBarn_2022). Submit your signed application and supporting information and materials to the Community Preservation Committee mail slot at Town Building by hand or mail; or by email to BOTH the CPC Chair at sweinstein@wayland.ma.us and the CPC Vice-Chair at dstotz@wayland.ma.us. The deadline for submissions is 5:00pm ET on Thursday, November 30, 2023.

SECTION 1: PROJECT INFORMATION

Project Title: Town of Wayland - Town Building Historical Records

Project Summary: To preserve and bound historical/permanent records located in the vault of Town Hall, maintained by the Town Clerk's Office

Map # and **Parcel #** **Estimated completion date:** 2026

CPA Program Area (check all that apply):

Open Space
 Historic Preservation

Community Housing
 Recreation

SECTION 2: APPLICANT/DEVELOPER INFORMATION

Contact Person and/or Primary Applicant: Trudy Reid Town Clerk

Property Owner (if applicable):

Organization (if applicable):

Mailing Address: 41 Cochituate Road, Wayland, MA 01778

Daytime phone #: 508-358-3631 **Other phone #:**

E-mail address: treid@wayland.ma.us

Website (if applicable): www.wayland.ma.us

SECTION 3: BUDGET SUMMARY

A. Total budget for project: \$200,000 **B. CPA funding request:** \$200,000

CPA request as percentage of total budget: 100% (Calculate as (B/A)*100)

Applicant Signature: Trudy L Reid, Town Clerk

Date Submitted: November 22, 2023

Your application is not complete unless you provide the information requested on the following page. Please make sure you address each of the issues.

PLEASE ATTACH PAGES TO PROVIDE THE REQUESTED INFORMATION, IN ORDER.
You are welcome to use this form but may address any or all of the issues in one or more separate document(s)

PROJECT DESCRIPTION

1. Scope or concept of project: Be specific about the scope of work. Provide photographs of existing conditions and proposed plans, if applicable.

Protection, conservation and preservation of the Town's permanent documents to include but not limited to: Annual Town Reports, Birth/Marriage/Death Certificates and Annual Street Listings

2. Projected action plan and timeline: List the steps needed to complete the project along with an estimated timeline. The CPC will rely on this information, plus your periodic updates, to prepare its annual Project Status Report to the Town Meeting.

I anticipate this project taking several years since the vendor will most likely only take a few books at a time, and so the Town Clerk is not without so many books at once, in case they are needed throughout the project. The Town Clerk will also request funding through the annual budget process for documents 50 years or newer.

FINANCES

3. Anticipated project cost: Provide a budget with line itemization (e.g., real property acquisition, preservation consultant, etc.). Also indicate why each type of expense is needed. *This is an example of how it might look. You are encouraged to attach your own spreadsheet.*

Expense category/description	Justification/explanation	Budgeted amount
1) Historic / Permanent Documents	Preserve, protect Wayland's history	\$ 200,000
2)		\$
3)		\$
4)		\$

4. Other funding sources: Include private, public, in-kind, and other, and the anticipated amounts and/or percent of the total cost.

Town's Annual Budget Process - \$5,000 annually for newer documents.

5. CPA funding request amount (should be the same as application 3-B): \$200,000 - CPC funds helps to minimize impact to the town budget. CPC funds guarantees the work will get done, and CPC is the best source of funds.

PURPOSE OF PROJECT

6. Relevance to community: Indicate how the project is relevant to the current and/or future needs of Wayland. Does it serve multiple needs?

There are a number of town documents that are required by state law to be kept on a permanent basis. This project will ensure proper preservation of vital records that many current and former residents of Wayland requests on a regular basis. Occassionally, residents will need copies of past documentation either for genolocial research or the history of Town Meetings (street acceptaces, acquisition of land, etc) This project will also preserve important documents for the preservation of Wayland's history.

7. Support of CPC category: Explain how the project will meet goals and objectives of the category (or categories) under which you are applying (at least one of these: Community Housing, Historic Preservation, Open Space, and Recreation):

I attended the Historic Commission meeting on 11/6/2023 and got their full support (see attached letter). CPA Definition of "Historic Resources" -

"A building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture, or culture of a city or town."

(As defined by M.G.L. Chapter 44B Section 2). The goal of the Historic Commission is community wide preservation. This project falls within their charge of protecting historical documents from neglect, and deterioration from the elements.

8. Supporting documents: Applicants are strongly encouraged to seek support from relevant Town entities (e.g., commissions, boards, committees). Report the outcome of such efforts. Provide supporting letters, references, studies, Town plans, maps, and statistics.

Wayland Community Preservation Committee



TOWN OF WAYLAND
MASSACHUSETTS
01778
WAYLAND HISTORICAL COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-7701

November 15, 2023

Susan Weinstein, Chair
Community Preservation Committee
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Susan and Community Preservation Committee,

The Wayland Historical Commission strongly supports the Wayland Town Clerk's application for CPA funds to preserve and protect Wayland's important permanent records and historic documents. These documents include birth, death, and marriage records, as well as annual town reports, street listings, town meetings, and meetings of boards and committees, all of which tell the history of Wayland.

Preserving and protecting both the loose records and the books are essential steps in protecting Wayland's important historical information.

The Wayland Historical Commission believes this would be a very worthy project for the Community Preservation Committee to fund. At our Nov. 6, 2022 meeting, we voted unanimously to support this project, and send this letter of support.

Sincerely,

Katherine Gardner-Westcott
Chair, Wayland Historical Commission

Presentation to HC - 11-6-2023

Good evening. For those of you that don't know me, I'm Trudy Reid and the Town Clerk for Wayland, and I have been since last September. It was shortly after I started that I saw a need for the vault to be cleaned out, and an inventory of the documents kept inside. Just a few months ago, with the support of the Town Manager, and department heads, we were able to shred 500+ boxes, all reviewed against the retention schedule. Now that we have a better idea of what documents are in the vault, we (Wayland) now need to take the next step in preserving those documents in the vault that are considered permanent records AND historic documents.

Two weeks ago, Kofile, spent several hours in the vault making an inventory of such documents, plus all permanent documents. Kofile is a pioneer in Critical Records Management designed for local, county, and state governments and they are committed to preserving, safeguarding, and modernizing access to history and public records. Trusted by over 3,000 government organizations and officials earned from decades of service and innovation, the apply the right mix of expertise, technology, and processes to empower government leaders to better serve their communities. I've had the pleasure of working with Kofile in two other communities that I have worked, and their customer support and end products is something we would be proud of.

Based on Kofile's inventory, and their quote, preserving historic documents and all permanent documents is quite an undertaking, which is why I am here before you. Breaking the project into historic documents, the total cost of preservation is roughly \$200,000. With your support, I plan to submit an application to CPC this year, and for several years to come, for funding to preserve Wayland's historic documents.

Documents are Historic Resources, Too

Documents considered permanent and historic

- Birth, Marriage and Death Records
- Annual Town Reports
- Annual Street Listings
- Town Meeting and Board and Committee Minutes

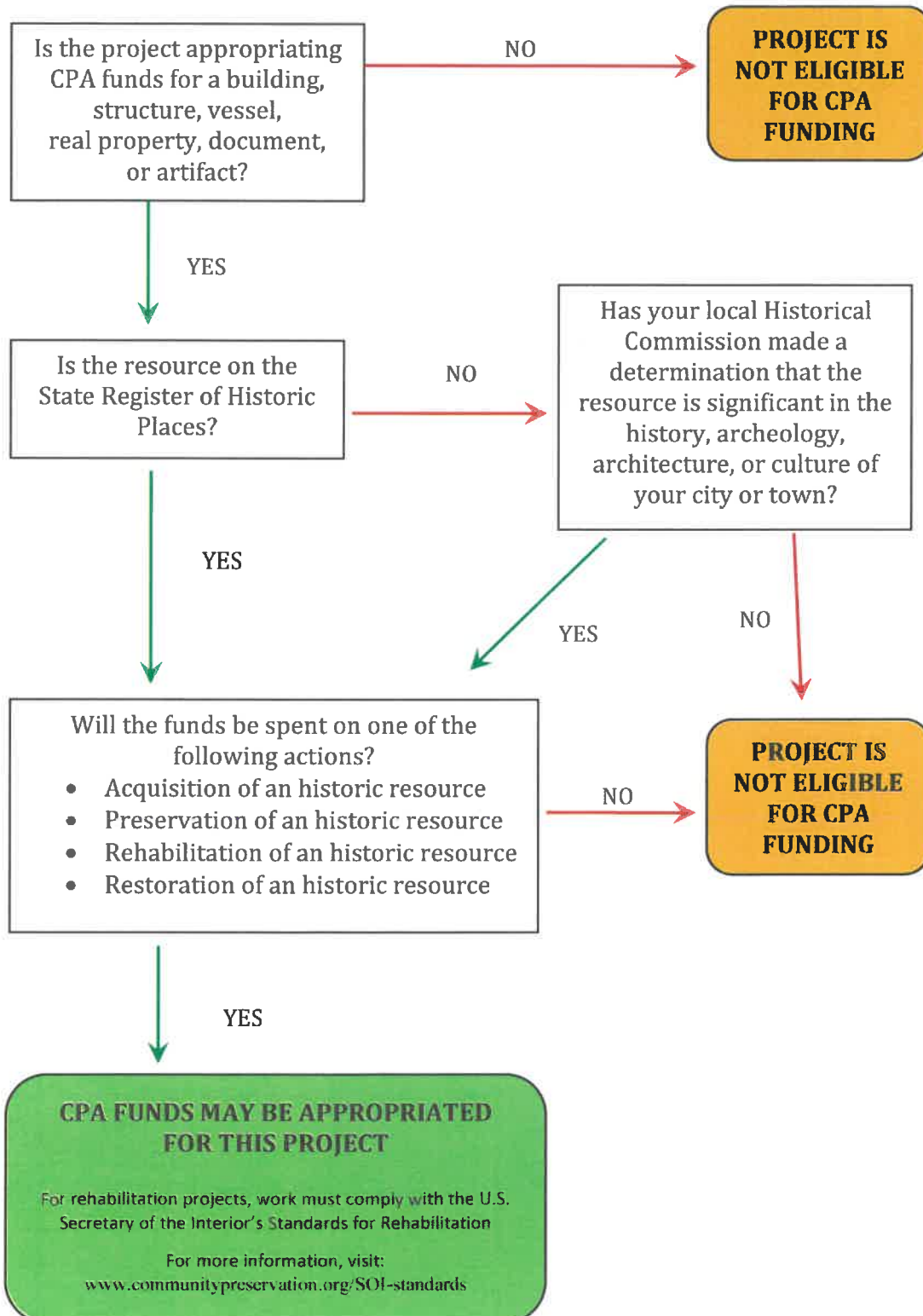
All of these documents tell the history of Wayland

CPA Definition of “Historic Resources”

*“A building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or **has been determined by the local historic preservation commission to be significant in the history, archaeology, architecture, or culture of a city or town.**”*

(As defined by M.G.L. Chapter 44B Section 2)

Qualifying Historic Projects for CPA Funding



Wayland
Town Building Vault
1 of 11



BIRDS 1917-1923

BIRDS 1905-1916

BIRDS 1900-1904

ADDITIONAL ENTRIES
BIRDS

*Preservation
Life*

.MARRIAGES - 1800-1925
.Marriage Intentions
1914-1936

1800-1925
1914-1936



TOWN CLERK

1991

1991-1992

1992

1992-1993

1993-1994

1994-1995

MANAGING

MANAGER

MANAGER

.DEATHS - 1860-1925
.Information regarding 2012
Conservation Project
.Outdated Town seals





CARRIAGE

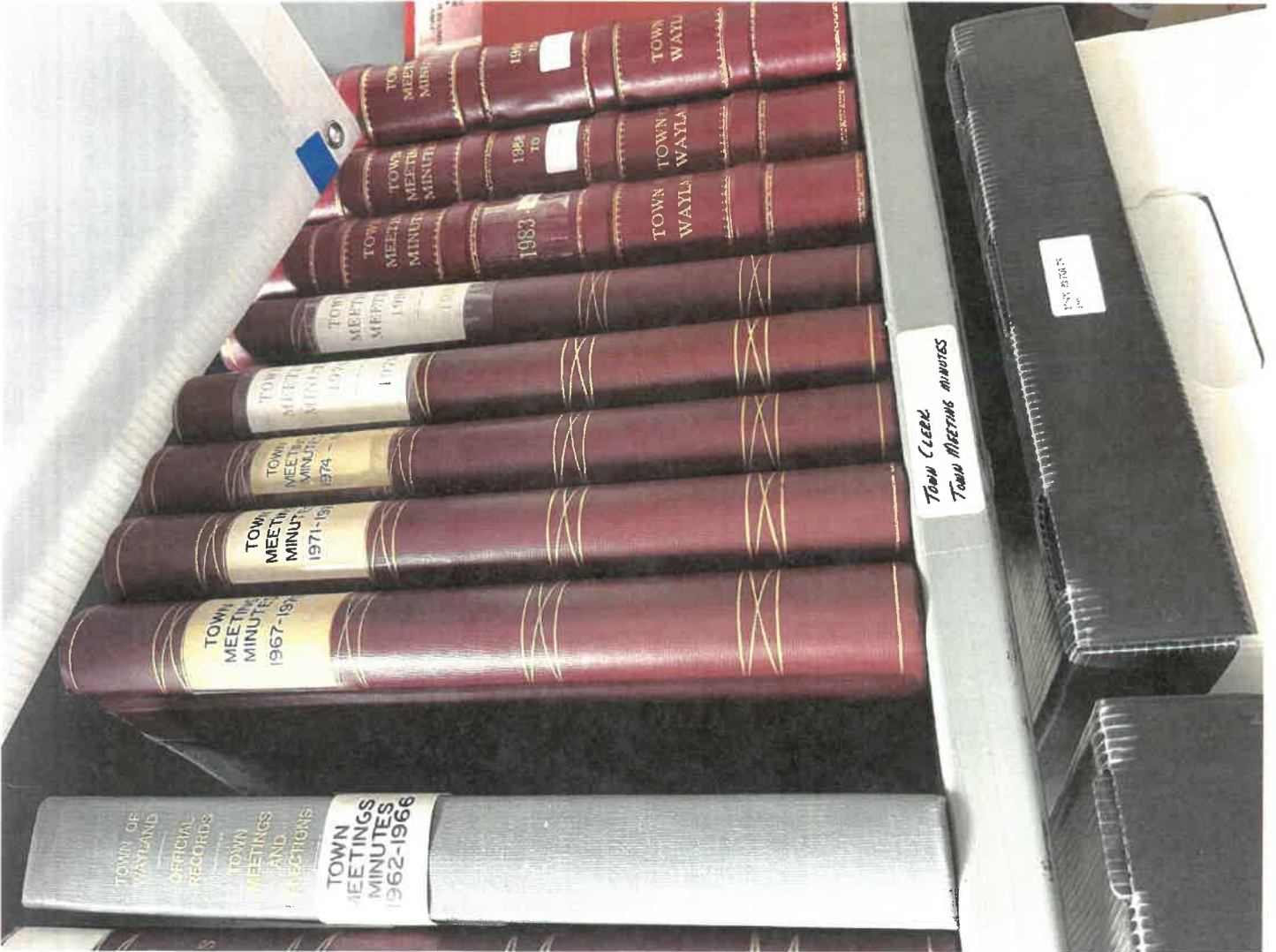
1963

TO

1960

T

John C.	Richard P. White, Sr.	Elizabeth S. White	Rev. Joseph P. Bonduca, Nov 30	Rev. Joseph P. Bonduca, Nov 30
Con	Robert P. White	Betty Sawyer	Priest, Framingham	Priest, Framingham
Wilma	Vince & Jerome	Margie Matsumoto	Rev. Donald L. Reader, Dec 30	Rev. Donald L. Reader, Dec 30
Richard C. Eckler	John J. Freinsteuer	Mabel Chamberlain	Minister of the Gospel, Dec 30	Minister of the Gospel, Dec 30
Egy St. John	Richard C. Eckler	Madelie Brousseau	Havertown, Penna.	Havertown, Penna.
George S. Trethewey	George S. Trethewey	Ethel J. Jensen	Rev. Paul L. Fahey, Dec 11	Rev. Paul L. Fahey, Dec 11
Courland P. Frowse	Courland P. Frowse	Julia Butchok	Priest, Wayland	Priest, Wayland
Carl G. Fredericksen	Carl G. Fredericksen	Helen L. Austen	Rev. Frederick J. Hobbs, Dec 11	Rev. Frederick J. Hobbs, Dec 11
Alfred Stevens	Alfred Stevens	Helen Curtis	Priest, Wayland	Priest, Wayland
Mes E. Frye, Sr.	Mes E. Frye, Sr.	Ethel Daley	Rev. Robert K. Jones, Jr., Dec 11	Rev. Robert K. Jones, Jr., Dec 11
dell S. Marston	dell S. Marston	Doris V. Bresse	Clergyman, Wayland	Clergyman, Wayland
Eugene Davis	Eugene Davis	Minifred Manton		
Stacy	Stacy	Doris M. Chaput		
		Betty Pinehart		
		Virginia Ring		



TOWN OF
WAYLAND
OFFICIAL
RECORDS

TOWN
MEETINGS
AND
ELECTIONS

TOWN
MEETINGS
MINUTES
1962-1966

TOWN
MEETINGS
MINUTES
1967-1971

TOWN
MEETINGS
MINUTES
1971-1974

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MINUTES
1974-1977

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MINUTES
1977-1980

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MEETINGS
MINUTES
1980-1983

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MEETINGS
MINUTES
1983 TO

TOWN
MEETINGS
MINUTES
1984 TO

TOWN
MEETINGS
MINUTES
1984 TO

Town Clerk
Town Meetings Minutes

1984 TO



Town Clerk
Town Meeting Minutes

Town Clerk
Town Meeting Minutes

MAYLAND

MAYLAND

TOWN REPORTS
1960-1966

1960-1966

East Sudbury Apr 30th 1805
 being in a list of marriages
 a list of marriages
 that Apr 30th

a list of marriages confirmed
 Apr 30th 1804 - viz

Joseph & Susan Thomas & Martha
 Hayward both of East Sudbury -

Israhim & Mary & Abigail Sanders
 all of East Sudbury

John Foster

John Blake

East
 Sudbury
 Apr 30th
 1805

From: Carolyn Yetto <carolyn.yetto@kofile.com>
Sent: Wednesday, November 1, 2023 3:54 PM
To: Reid, Trudy
Subject: RE: [EXT] - RE: Wayland MA: Document Preservation Assessment from Kofile
Attachments: Wayland MA Assessment for Customer 103023.xlsx; Kofile-Preservation-Overview_062323.pdf; Kofile-LA-County-Birth-Records-v20210513 (1).pdf

[NOTICE: This message originated outside of the **Town of Wayland Email System** -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Hi Trudy,

You're a mind reader, I was just about to email you with the attached comprehensive assessment! Please note there are four separate tabs/sheets at the bottom grouped out as: 1. Historical Vital & Town Records; 2. Vitals in 3 Drawer Cabinet; 3. Bound Vital Certificates (BMD); and 4. TRs, Street Lists & Cem Cards. Tab #1 contains most of the older historical records, which I believe would be your initial focus for CPC funding.

The loose vitals we reviewed in the cabinet indicate some preservation work previously completed by NEDCC, however the paper tested acidic and we recommend treatment and encapsulation in mylar. Initially we were only going to review a few of the bound BMD vitals (tab 3) for initial pricing, but decided to take the time to go through all of them for long term preservation planning. Finally, tab 4 includes the older Town Reports in boxes, newer Minutes and Street Lists, and Cemetery Card in the drawers. We will a bit more information on the Minutes (accurate page counts) and Cemetery cards (how preserved deliverables will be rehoused and stored) to provide initial pricing, but we can discuss in more detail as the work is prioritized.

I've also attached details about Kofile's preservation process with some additional before and after visuals of our work. The tabs are in order of our recommended priority based on type, age, and condition of the records and an * indicates those volumes most in need of restoration. Once the Town has determined an annual budget and project scope, we'll provide a formal proposal for services. If the project will need to go out for bid, we can provide sample RFP templates upon request. Please contact me anytime with questions or if you need anything else at this time.

We are excited about the possibility of partnering with the Town on this important work!

Thank you,

Carolyn

Carolyn Yetto

Account Executive - MA | ME | NH | RI



518.526.6288
Carolyn.Yetto@Kofile.com
www.Kofile.com

From: Reid, Trudy <treid@wayland.ma.us>
Sent: Wednesday, November 1, 2023 3:22 PM

TAB 1



Wayland, MA

Volume	Vol. #	Date/s	Est Pages	Preservation	Optional 16 mm Film	Optional Imaging	Est Shipping
Marriages*		1892-1946	240	\$1,320.00	\$12.00	\$180.00	\$35.00
Births*		1947-1962	240	\$1,320.00	\$12.00	\$180.00	\$35.00
Marriages		1981-1986	80	\$980.00	\$4.00	\$60.00	\$35.00
Births*		1963-1980	260	\$1,430.00	\$13.00	\$195.00	\$35.00
Deaths		1981-9186	100	\$980.00	\$5.00	\$75.00	\$35.00
Marriages*		1947-1962	148	\$980.00	\$7.40	\$111.00	\$35.00
Deaths*		1947-1962	140	\$980.00	\$7.00	\$105.00	\$35.00
Marriage Intentions*		1906-1919	40	\$980.00	\$2.00	\$30.00	\$35.00
Marriages*		1963-1980	280	\$1,960.00	\$14.00	\$210.00	\$35.00
Deaths		1963-1981	180	\$1,260.00	\$9.00	\$135.00	\$35.00
Births		1981-1986	120	\$980.00	\$6.00	\$90.00	\$35.00
Deaths*		1892-1946	250	\$1,375.00	\$12.50	\$187.50	\$35.00
Index to Marriages*		1892-1947	90	\$980.00	\$4.50	\$67.50	\$35.00
Index to Marriages*		1947-1962	80	\$980.00	\$4.00	\$60.00	\$35.00
Index to Birth*		1947-1962	90	\$980.00	\$4.50	\$67.50	\$35.00
Index to Death*		1892-1946	70	\$980.00	\$3.50	\$52.50	\$35.00
Index to Death*		1947-1962	60	\$980.00	\$3.00	\$45.00	\$35.00
Town Meeting Minute Records*	Vol.6	1920-1932	388	\$2,716.00	\$19.40	\$291.00	\$35.00
Town Meeting Minute Records*	Vol.7	1933-1945	500	\$3,500.00	\$25.00	\$375.00	\$35.00
Town Meeting Minute Records*	Vol.8	1946-1955	584	\$4,088.00	\$29.20	\$438.00	\$70.00
Town Meeting Minute Records*	Vol.9	1955-1961	484	\$3,388.00	\$24.20	\$363.00	\$35.00
Town Meeting Minute Records*	Vol.10	1962-1966	420	\$2,940.00	\$21.00	\$315.00	\$35.00
Town Meeting Minute Records*	Vol.11	1967-1970	400	\$2,800.00	\$20.00	\$300.00	\$35.00
Town Meeting Minute Records	Vol.12	1971-1973	280	\$1,960.00 <i>49,807</i>	\$14.00	\$210.00	\$35.00
Town Meeting Minute Records	Vol.13	1974-1975	320	\$2,240.00	\$16.00	\$240.00	\$35.00
Town Meeting Minute Records	Vol.14	1976-1979	280	\$1,960.00	\$14.00	\$210.00	\$35.00
Town Meeting Minute Records	Vol.15	1980-1982	260	\$1,820.00	\$13.00	\$195.00	\$35.00

H ↑

Wayland, MA

Volume	Vol. #	Date/s	Est Pages	Preservation	Optional 16 mm Film	Optional Imaging	Est Shipping
Town Meeting Minute Records	Vol.16	1983-1987	576	\$4,032.00	\$28.80	\$432.00	\$70.00
Town Meeting Minute Records	Vol.17	1988-1990	450	\$3,150.00	\$22.50	\$337.50	\$35.00
Town Meeting Minute Records	Vol.18	1991-1994	500	\$3,500.00	\$25.00	\$375.00	\$35.00
			7910	\$57,539.00	\$395.50	\$5,932.50	\$1,120.00
						Total:	\$64,987.00

* Indicates those records most in need of preservation due to age and condition.

In addition to the above volumes evaluated, there are several Personal Property/Mortgage and

Voter Registration records that would benefit from restoration.

Note: All final pricing contingent upon examination at lab intake.



Wayland, MA

Volume	Vol. #	Date/s	Est Pages	Preservation	Optional 16 mm Film	Optional Imaging	Est Shipping
3 Drawer File Cabinet							
1st Drawer Marriages & Marriage Intentions*	66 Manila Folders	1800-1925 1914-1936	3400	\$18,700.00	\$170.00	\$2,550.00	\$210.00
2nd Drawer Births*	44 Manila Folders	1871-1925	3520	\$19,360.00	\$162.50	\$2,640.00	\$230.00
Deposition Book*	1	1871-1925	120	\$985.00	\$6.00	\$90.00	\$35.00
3rd Drawer Deaths*	49 Manila Folders	1860-1925	4410	\$24,255.00	\$220.50	\$3,308.00	\$245.00
			11450	\$63,300.00	\$559.00	\$8,588.00	\$720.00
						Total:	\$73,167.00

* Indicates those records most in need of preservation due to age and condition.

Most of these records were previously disbound, sectioned, and marked as preserved by NEDCC.

Paper tested acidic and are not encapsulated in mylar.

Note: All final pricing contingent upon examination at lab intake.

TAB 3



Wayland, MA

Volume	Date/s	Est Pages	Preservation	Optional 16 mm Film	Optional Imaging	Est Shipping
Births	1926-30	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1931-34	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1935-38	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1939-43	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1944-48	800	\$4,000.00	\$40.00	\$600.00	\$70.00
Births	1949-51	530	\$2,650.00	\$26.50	\$398.00	\$35.00
Births	1926-30	880	\$4,400.00	\$44.00	\$660.00	\$70.00
Births	1952-54	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1957	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1958	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1959	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1960	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1961	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1962	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1963	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1964	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Births	1968-70	940	\$4,700.00	\$47.00	\$705.00	\$35.00
Births	1971-73	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1974-76	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1977-78	700	\$3,500.00	\$35.00	\$525.00	\$70.00
Births	1979-80	780	\$3,900.00	\$39.00	\$585.00	\$70.00
Births	1981	350	\$1,575.00	\$17.50	\$263.00	\$35.00
Births	1982	350	\$1,575.00	\$17.50	\$263.00	\$35.00
Births	1983	350	\$1,575.00	\$17.50	\$263.00	\$35.00
Births	1984-86	700	\$3,150.00	\$35.00	\$525.00	\$70.00
Births	1987-89	700	\$3,150.00	\$35.00	\$525.00	\$70.00
Births	1990-92	700	\$3,150.00	\$35.00	\$525.00	\$70.00

Wayland, MA

Volume	Date/s	Est Pages	Preservation	Optional 16 mm Film	Optional Imaging	Est Shipping
Births	1993-94	620	\$2,790.00	\$31.00	\$465.00	\$70.00
Births	1995	270	\$1,215.00	\$13.50	\$203.00	\$35.00
Births	1996-97	700	\$3,150.00	\$35.00	\$525.00	\$70.00
Deaths	1926-32	590	\$2,950.00	\$30.00	\$443.00	\$35.00
Deaths	1933-37	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Deaths	1938-43	590	\$2,950.00	\$30.00	\$443.00	\$35.00
Deaths	1944-52	950	\$4,750.00	\$47.50	\$713.00	\$70.00
Deaths	1953-57	880	\$4,400.00	\$44.00	\$660.00	\$70.00
Deaths	1958-60	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Deaths	1961	350	\$1,750.00	\$17.50	\$263.00	\$35.00
Deaths	1962	350	\$1,750.00	\$17.50	\$263.00	\$35.00
Deaths	1963	350	\$1,750.00	\$17.50	\$263.00	\$35.00
Deaths	1964	350	\$2,600.00	\$17.50	\$263.00	\$35.00
Deaths	1965-67	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Deaths	1968-70	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Deaths	1971-73	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Deaths	1974-76	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Deaths	1977-78	270	\$1,350.00	\$13.50	\$203.00	\$35.00
Deaths	1979-80	270	\$1,350.00	\$13.50	\$203.00	\$35.00
Deaths	1981-83	440	\$2,200.00	\$22.00	\$330.00	\$35.00
Deaths	1984-86	620	\$3,100.00	\$31.00	\$465.00	\$70.00
Deaths	1987-89	530	\$2,385.00	\$26.50	\$398.00	\$35.00
Deaths	1990-92	530	\$2,385.00	\$26.50	\$398.00	\$35.00
Deaths	1993-94	350	\$1,575.00	\$17.50	\$263.00	\$35.00
Deaths	1995	350	\$1,575.00	\$17.50	\$263.00	\$35.00
Deaths	1996-97	350	\$1,575.00	\$17.50	\$263.00	\$35.00
Marriages	1926-36	700	\$3,150.00	\$35.00	\$525.00	\$70.00
Marriages	1937-43	700	\$3,150.00	\$35.00	\$525.00	\$70.00
Marriages	1944-52	950	\$4,750.00	\$47.50	\$713.00	\$70.00
Marriages	1953-58	880	\$4,400.00	\$44.00	\$660.00	\$70.00

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359.00

Wayland, MA

Volume	Date/s	Est Pages	Preservation	Optional 16 mm Film	Optional Imaging	Est Shipping
Marriages	1963	210	\$1,050.00	\$10.50	\$158.00	\$35.00
Marriages	1964	224	\$1,120.00	\$11.20	\$168.00	\$35.00
Marriages	1965-67	700	\$3,150.00	\$35.00	\$525.00	\$70.00
Marriages	1968-70	800	\$4,000.00	\$40.00	\$600.00	\$70.00
Marriages	1971-73	880	\$4,400.00	\$40.00	\$660.00	\$70.00
Marriages	1974-75	590	\$2,950.00	\$30.00	\$443.00	\$35.00
Marriages	1976	240	\$1,200.00	\$12.00	\$180.00	\$35.00
Marriages	1977	250	\$1,250.00	\$12.50	\$188.00	\$35.00
Marriages	1978	264	\$1,320.00	\$13.20	\$198.00	\$35.00
Marriages	1979-80	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Marriages	1981	136	\$985.00	\$7.00	\$102.00	\$35.00
Marriages	1982	174	\$985.00	\$9.00	\$131.00	\$35.00
Marriages	1983	132	\$985.00	\$2.00	\$99.00	\$35.00
Marriages	1984-86	520	\$2,600.00	\$26.00	\$390.00	\$35.00
Marriages	1987-89	520	\$2,340.00	\$26.00	\$390.00	\$35.00
Marriages	1990-92	450	\$2,250.00	\$22.50	\$338.00	\$35.00
Marriages	1993-96	450	\$2,250.00	\$22.50	\$338.00	\$35.00
		39150	\$192,610.00	\$1,950.90	\$29,380.00	\$3,465.00
					Total:	\$227,405.90

These vital certificates are in good condition, however paper tested acidic up to 1990 and will benefit from conservation treatment.

Note: All final pricing contingent upon examination at lab intake.

TAB 4



Wayland, MA

Volume	Date	Inventory	Est Pages	Preservation	Est Shipping	Notes/Comments
Minutes 4 Standard Banker Boxes	Misc Dates	4 Boxes	TBD	TBD		Will need to determine average page counts for the minutes in banker boxes. Mylar encapsulation recommended for these.
Street Lists (Bind Only)	2008-2021	15		\$1,925.00	\$175.00	No preservation required. 15 booklets combined/returned in five - 3" bound volumes
Town Reports*	1900-1946	46 booklets	Est 220 pages per Booklet Total 10,120 pgs	\$50,600.00	\$560.00	Mylar Encapsulation recommended
Town Reports*	1947-1992	45 booklets	Est 280 pages per Booklet Total 12,600 pages	\$63,000.00	\$735.00	Mylar Encapsulation recommended
Town Reports	1993-2007	14 Booklets	220 pages per Booklet Total 3080 pgs	\$15,400.00	\$175.00	Priced for Mylar Encapsulation. These can be 3-hole punched, no mylar but there might be slight info lost due to the holes (no deacidification needed).
Cemetery Lot Cards In File Cabinet (5 x 3 cards)		4 Drawers	7200	TBD		Need to discuss options for preservation and rehousing (encapsulation in binders or archival boxes) to determine estimates.
Cemetery Plot/Map Cards (11 x 8 1/2 cardstock)			TBD	TBD		Not Evaluated - for future upon request
			Total:	\$130,925.00	\$1,645.00	
					\$132,570.00	

* Indicates those records most in need of preservation due to age and condition.

Note: All final pricing contingent upon examination at lab intake. Imaging and Microfilm pricing available upon request.

H

Conservation Treatment of LA County Birth Records

Before Preservation...



...After Preservation



Kofile

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(833) 563-4533

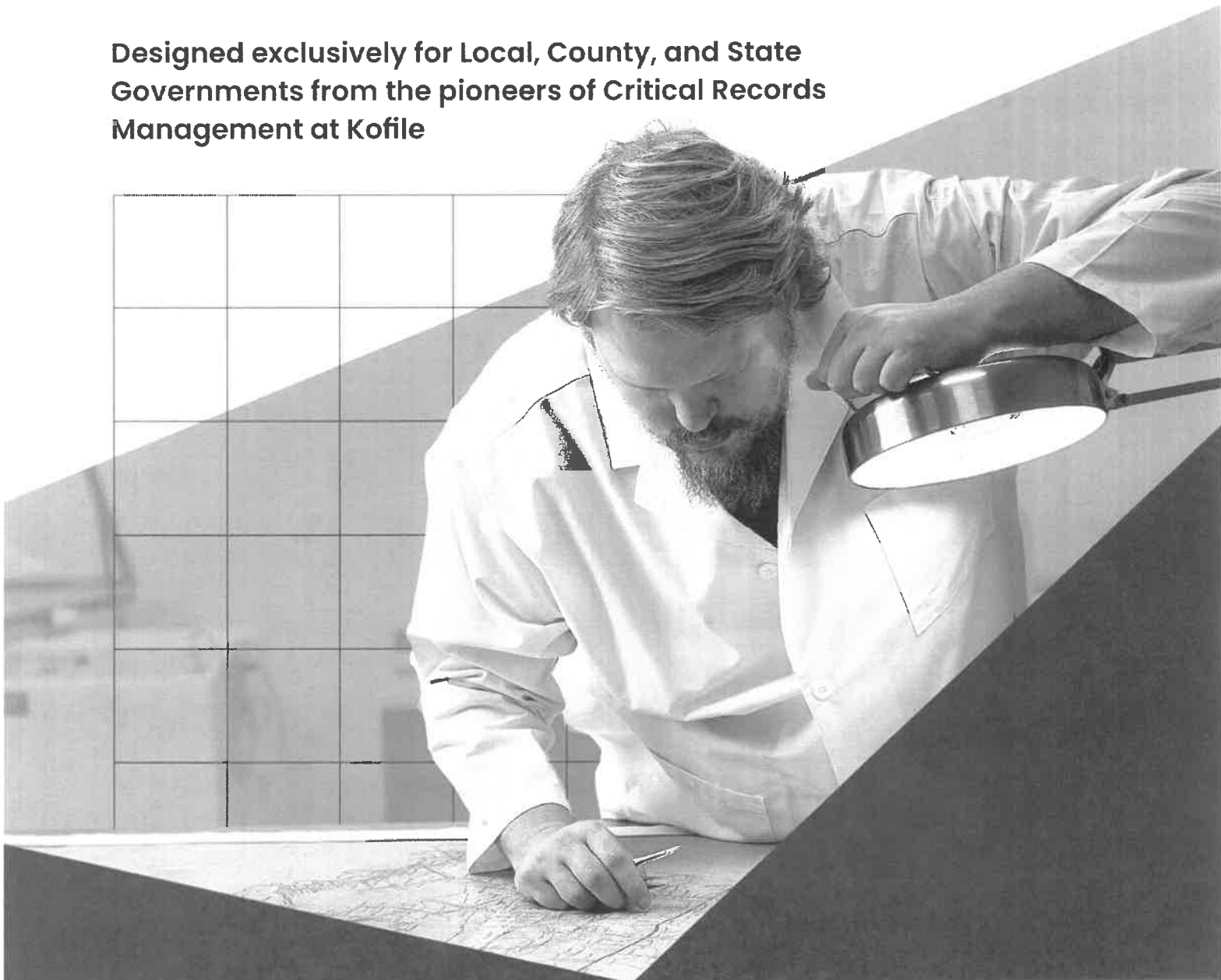
info@kofile.com

More information at Kofile.com



Safeguarding your community's history and legacy with Kofile's Restoration, Preservation, and Protection of Critical Records

Designed exclusively for Local, County, and State Governments from the pioneers of Critical Records Management at Kofile



Records management challenges facing the guardians and champions of history and the public record

Nearly a century ago, valuable Southern California beachfront property belonging to an African-American family—widely known as Bruce's beach—was illegally seized by local government officials. Buried among piles of books were the original maps and tax records that provided evidence of the Bruce's legal ownership. California leaders entrusted Kofile to restore and preserve those original records. And in a historic righting of wrongs, California returned Bruce's beach back to the family in 2022.

Government leaders juggle multiple obligations. But one essential responsibility is managing, protecting, and providing secure access to public and historical records. As the guardian of records, leaders such as supervisors, judges, sheriffs, district attorneys, clerks, recorders, auditors, and assessors take a sworn oath to protect documents that represent people's legacies, the community's past and present, and the records required for citizens and companies to conduct business and navigate life events.

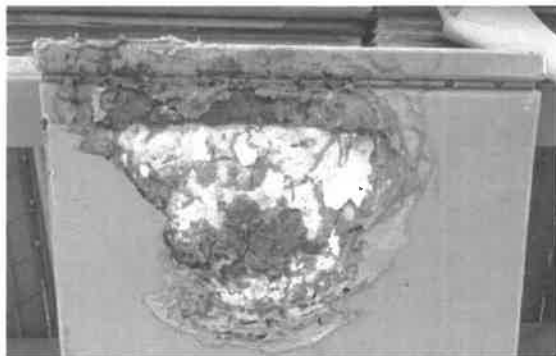
Records management is increasingly challenging, with hundreds of billions of documents under their watch. Citizens and businesses expect records to be available online and one-click away with 24/7/365 access. But records - many dating back to sovereignty have deteriorated over time from weather events, poor storage, or wear and tear - are often fragile and brittle. They require care, restoration, and preservation before digitization. Surging record volumes outpace storage, resulting in stockpiling irreplaceable records in basements and offices, risking vulnerable paper records to flood, fire, or extreme weather. And it's harder than ever to keep up with legal requirements and meet constituent expectations when dealing with aging, illegible records and applying outdated technology to care for them.



Record collections



Photostat records



Improper storage conditions



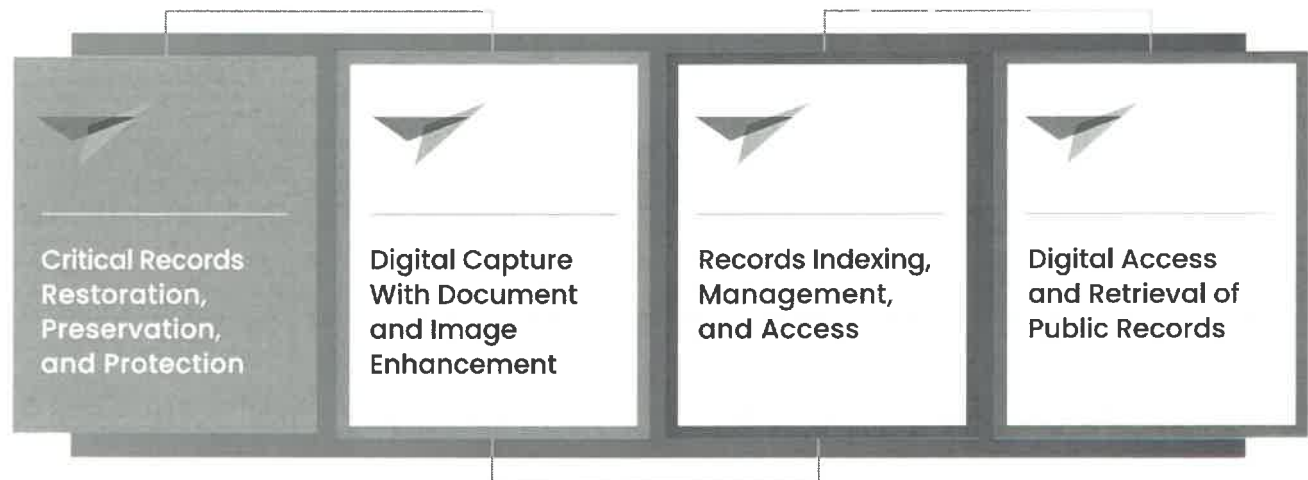
Deterioration and data loss

Restoration, Preservation, and Protection to address growing and diverse Critical Records Management requirements

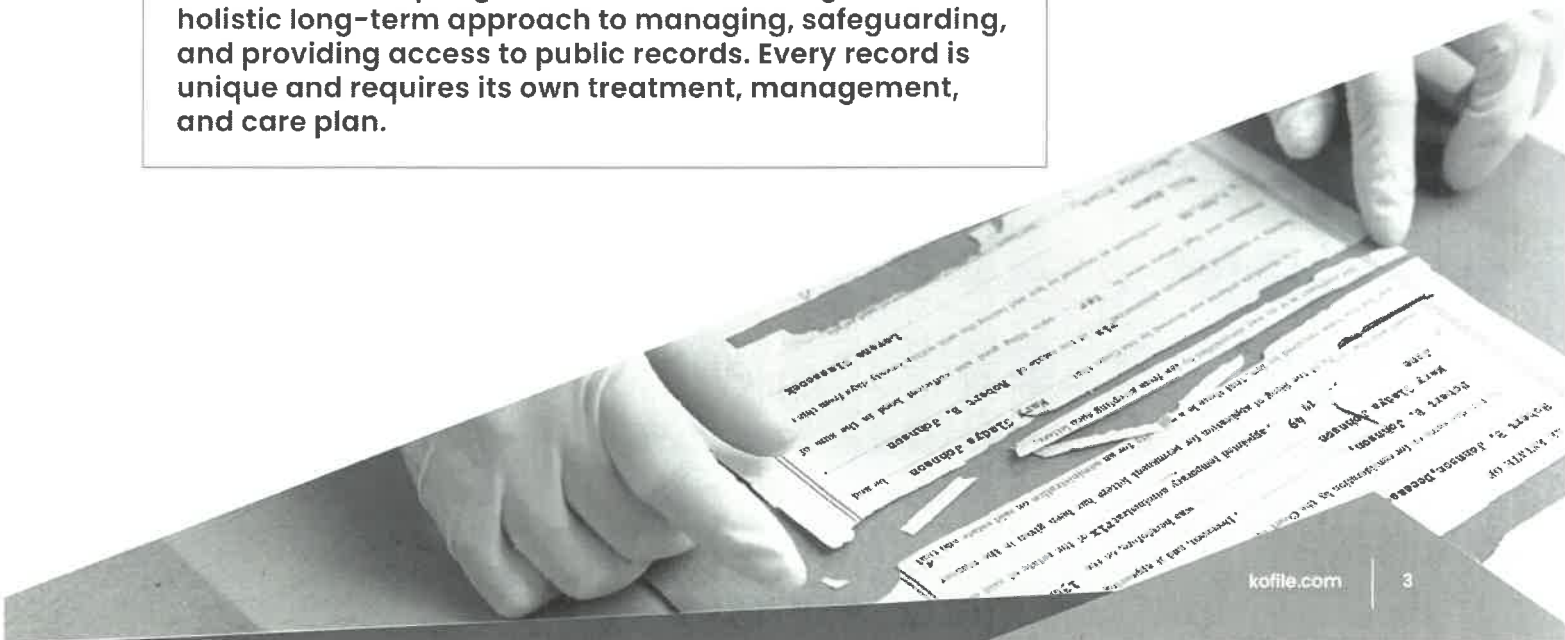
Many leaders' first reaction is simply to scan the records using a single service solution or in-house staff. But they quickly realize it's not enough. Records management is incredibly complex. To navigate the intricacies and modernize government, leaders are rethinking their approach. Officials are adopting Critical Records Management—a holistic long-term approach to managing, safeguarding, and providing access to public records. Every record is unique and requires its own treatment, management, and care plan. That's why Kofile provides both comprehensive and specific solutions such as document restoration, preservation, and protection using the right mix of techniques, technology, and processes to address both immediate records needs and its mid-to-long term care requirements.

Kofile's holistic Critical Records Management solutions address the short-and-long-term requirements of caring for historical and public documents.

Restore, preserve, and protect the history of your community and the legacy of your citizens for current and future generations.



Officials are adopting Critical Records Management—a holistic long-term approach to managing, safeguarding, and providing access to public records. Every record is unique and requires its own treatment, management, and care plan.



The restoration, preservation, and protection of your community's past, present, and future

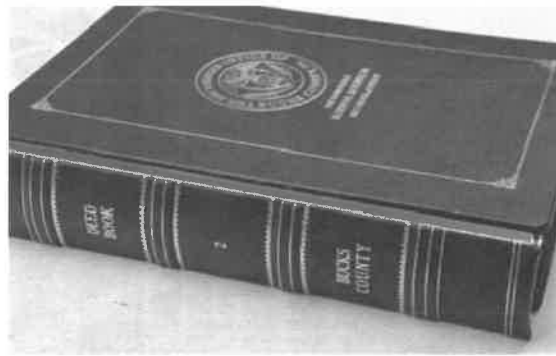
Kofile's mission is to empower elected and appointed officials to preserve history, fulfill their sworn oath, and build thriving communities. As champions of records, officials are the guardians of their constituent's and community's legacy. In every record are irreplaceable stories of people, life events, legal decisions, and business transactions. An accurate, legible, and complete record of vital, property, legal, and historical documents is integral to maintaining an open, democratic society.

Kofile is the recognized national leader and our proven conservation techniques comply with the Code of Ethics and Guidelines from the American Institute of Conservation (AIC) for the restoration, preservation, and protection of government records. This meticulous work comes from decades of applying the optimal combination of art and science. Kofile uses the right mix of craftsmanship, patented tools, materials, and processes to address the unique needs of every document.

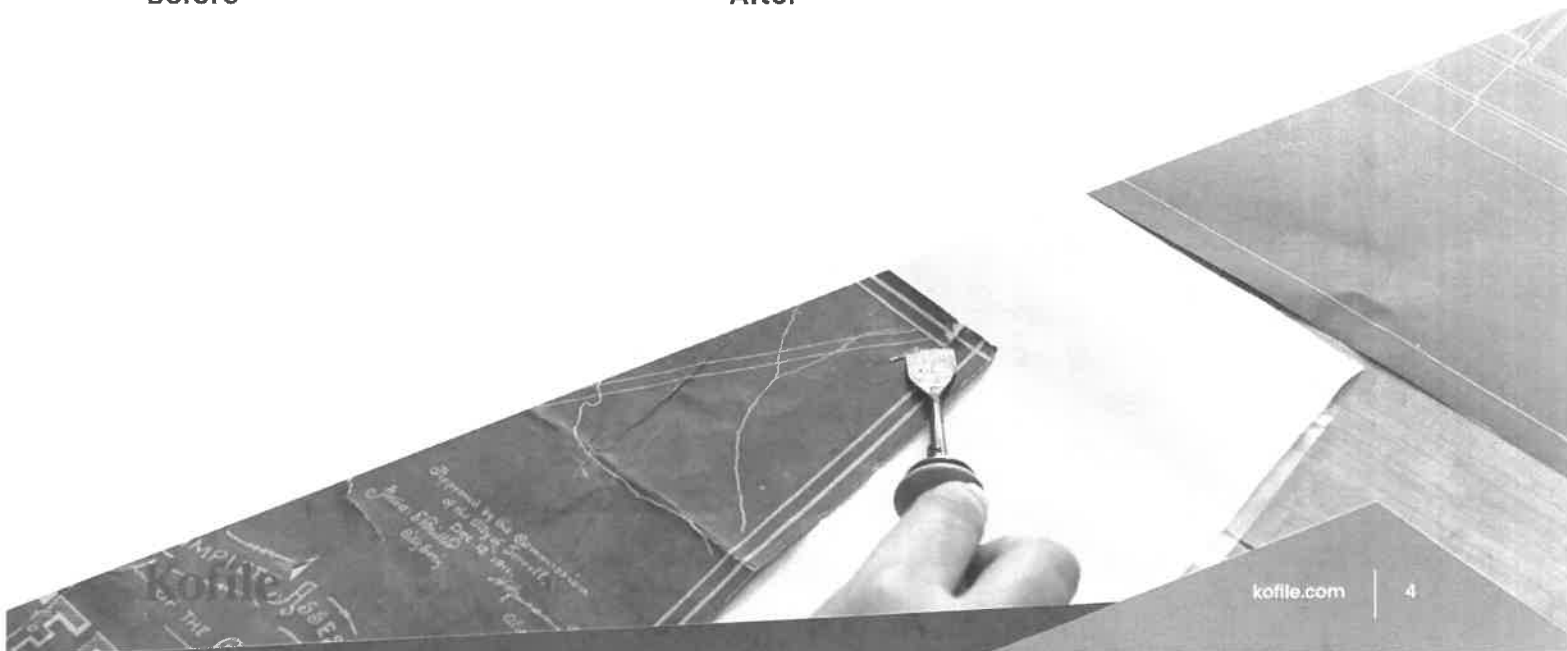
Further, from pick-up to drop-off, a dedicated project manager monitors the lifecycle of projects, tracking every record, ensuring it meets milestones, and communicating with government leaders and staff on its progress. We treat each record as our own, ensuring they're always safe and secure. Our expertise spans decades of partnering with over 3,000 county, local, and state governments and their leaders to transform records into well-preserved, protected historical artifacts that create community pride and deliver on constituents' needs.



Before



After





The art and science of Kofile's patented restoration and preservation solution to addresses the unique needs of every record

Billions of unique records - some dating back to sovereignty - exist in various paper sizes and types, thicknesses, ages, fragility, and conditions. That's why every paper record receives a defined treatment plan and thorough quality control process. And skilled artisans trained in European techniques carefully and methodically bring life back into historic and public records. This level of rigor ensures your critical, irreplaceable records are available and protected for both current and future generations.

A defined and comprehensive paper records treatment plan includes the following solutions:

- Restoration - The art of returning documents back to their original state through removal of non-archival materials, mending, archival flattening, and other specialized techniques.
- Preservation - The method of preserving the integrity and content of paper documents by stabilizing it to prevent further deterioration.
- Protection - The retention of documents for potentially hundreds of years using patented envelopes and binders to protect its contents from natural and artificial contaminants.

Our comprehensive proprietary process for restoration, preservation and protection includes:

01 Assessment



Technicians inspect every record and page in books onsite to assess its quality, the necessary work and expertise, and the materials and tools required to restore, preserve, and protect it. Each paper type, condition, and prior use of man-made treatments and non-archival materials affects its care and preservation plan.

02 Pick-up and intake



Kofile employs full-time staff to pick up your records and hand-deliver them to one of our secure facilities. Immediately, every record is checked for completeness and digitally tracked to ensure we know the exact status of each record and can provide access if you need it while it's being treated.

03 Project preparation



Each record has a unique treatment, management, and care plan. Our conservators line up staff with the right expertise, tools, solvents, and advanced equipment to restore, preserve, and protect the record.

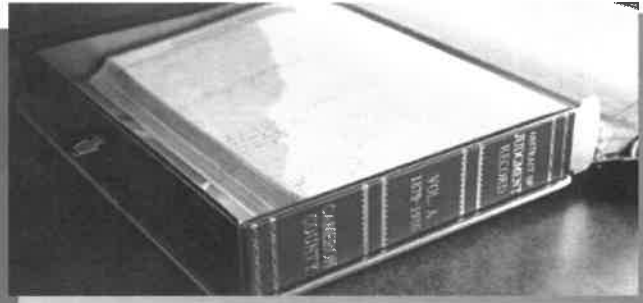
04 Production



Artisans meticulously disbind, remove non-archival materials, mend, stabilize, and flatten documents to restore and preserve them. The process varies depending on the record's unique treatment and care plan.

- **Disbind record books**
Artisans carefully dismantle and reverse the binding method used. For hand-bound and sewn material, this involves delicately removing the original covers and spine. Once separated, the decades-old glue, sewing threads, and binding material is exposed and can be removed. For loose-leaf material, it may require special keys or mechanical force to open the books.
- **Remove non-archival materials**
Artisans remove non-archival materials from prior preservation attempts such as tape, glue, fasteners, and lamination. Specialized solvents and tools may be used for the removal of heavy acidic tape, laminates, or certain paper types and inks.
- **Archival Flattening**
Paper like many other textiles has memory and is affected by temperature and humidity. Over the years it can swell, deform and take on a distorted appearance. Folds and creases from years of abuse also need to be addressed. Our conservators are trained to reverse this condition through a variety of safe and stable flattening techniques.
- **Mend torn or damaged paper**
Artisan conservators train for years to acquire the expertise in the art of mending and repairing paper. It requires both skill and the right materials and tools to bring paper back to life. Depending on the paper's color, tone, condition, weight, length of tear, and degree of embrittlement, artisans use a variety of tools, materials, specialized pastes, paper, and adhesives to seamlessly integrate materials with the original document without clashing aesthetically.
- **Stabilization**
Paper records continue to decay without proper deacidification. To stop the decaying process, a commercially-prepared non-flammable, non-toxic solution is sprayed onto both sides of the document using a compressed air sprayer that slowly introduces an alkaline buffer to correct the acidic state of decay.
- **Photostat Stabilization**
Time deteriorates photostatic emulsions, a process called sulfiding. Exhausted or dirty 'fixing baths' during the silver print processing exacerbate damage, as seen through fading images, flaking, and browning sheets. Eventually, the text becomes illegible. Our archival polyester stabilizer preserves photostats for long-term use and storage. A thin application stabilizes both sides of the sheet. Kofile is the only vendor that has the customized apparatus and sealant solution for treating negative Photostats.

05 Protection



Patented and custom lay-flat envelopes and binders using archival-grade materials protect the records from air, water, fire, mold, and other contaminants. Officials choose between standard and ultimate protection levels depending on their needs and the environment where records will be stored.

- Patented lay-flat envelopes are created and manufactured in our facilities to accommodate any size document. The lay-flat envelope provides a secure, stable, and supportive framework for fragile documents.
- Officials can choose standard heritage binders or our patented Disaster-Safe Binders (DSBs) with a security latch to fully enclose records in stainless steel. DSBs protect records from fire and water damage for hundreds of years. All binders can be title stamped with government seals, names, or dedications.

06 Quality control and delivery



Upon completion of the treatment, experienced quality control technicians audit every record to ensure it meets our high-quality standards and account for every page we received during intake. Then, Kofile employees hand-deliver the restored, preserved, and protected records safely back to your staff at your office.



Disaster-Safe Binders to protect against fire and water damage

Complete protection for your irreplaceable records features a patented Disaster-Safe Binder (DSB), manufactured exclusively by Kofile. DSBs act as mini-vaults encased in archival-grade stainless steel and security locks to ensure the safety of its contents.

Kofile's Disaster-Safe Binders are designed specifically to ensure optimal records protection:

- Fire-resistant covers and title stamps or dedications imprinted with non-flammable gold foil
- Stainless steel casing and security locks to prevent deterioration from air, water, fire, mold, and other contaminants
- Metal rim protects the cover and the lettering
- Foam insert backing and water-resistant gasket removes moisture and prevents humidity
- Rounded back to provide stability for multiple storage options (stand up or roller shelf)
- Custom sizes, straps, dedications, and title stamps available to accommodate records of all sizes, storage environments, and purposes
- Seamless fit with patented custom lay-flat envelopes for the ultimate protection

Complete protection for your irreplaceable records features a patented Disaster-Safe Binder (DSB), manufactured exclusively by Kofile.

Kofile is the nation's recognized leader in restoring, preserving, and protecting historic and public records

- **Real Property Records**
All types of property records including deeds, liens, and releases from local, county, and state governments
- **Vital Records**
Public records that chronicle life events including births, deaths, marriages, and wills
- **Court Records**
All types of court records including civil, criminal, and probate cases. Judicial minutes, proceedings, and other miscellaneous records and filings.
- **Maps and Plats**
Original hand drawn maps and plats of property boundaries and local, county, or state jurisdictions

Empowering government organizations and their leaders to fulfill their oath of office

Safeguarding irreplaceable records ensures their protection for current and future generations. And it leaves a permanent mark on history and a legacy for the public officials who make it happen. John Warren is the County Clerk of Dallas County, TX. Warren's office records nearly 400,000 land records, and 26,000 vital records annually. As the guardian of records, he's committed to making all historical documents available and easily accessible to his constituents. But many of those records are aging and suffered damage over the years. To achieve his goal, he's entrusted Kofile to restore, preserve, and protect the over 11,000 books in his care.

“

I've been in a business partner relationship with Kofile since 2014. We're preserving all of our historical records and have in excess of 11,000 books that Kofile is preserving. If you look at it from a document perspective, it's over seven million documents that Kofile is preserving. And if you look at it on an individual page basis that is over 1.5 billion records. It's necessary to do this because these are public records and we have to make those records available to the public.



John Warren
County Clerk, Dallas County, TX

Schedule a consultation with a Kofile restoration, preservation, and protection expert for a records assessment

Email Experts@Kofile.com to get started.



Your Trusted Partner for Critical Records Management

Kofile is the leader in Critical Records Management working closely with county, local, and state government organizations and their leaders. Our commitment to preserving, safeguarding, and modernizing access to history and the public record drives everything we do. Trusted by over 3,000 government organizations and officials earned from decades of service and innovation, we apply the right mix of expertise, technology, and processes to empower leaders to increase the impact of government services more efficiently.

Kofile
Critical Records Management

kofile.com
6300 Cedar Springs RD
Dallas, TX 75235
(833) 563-4533