

December 1, 2017

Brunswick County  
Brenda M. Clemmons, Register of Deeds  
75 Courthouse Drive  
Bolivia, NC 28422

Dear Ms. Clemmons,

Please find enclosed the results of my recent survey of your records with reference to deacidification and conservation treatment.

Our recommendations for the conservation of your records include deacidification, adhesive removal and reinforcement of paper as necessary (with repair or replacement of index tabs where indicated) resewing, rebinding or archival grade polyester encapsulation, as appropriate. The deacidification process, which halts the inevitable self-destruction of acidic paper, should be considered whenever conservation or even long term storage of unique records is evaluated.

Kofile Preservation has specialized in the deacidification (chemical treatment) and repair of public records since 1974. During this time we have performed conservation services for over 3000 municipal and county records management facilities.

Deacidification will be performed after careful testing of paper and inks. Aqueous or non-aqueous deacidification methods will be determined by the conservation lab professionals. All pressure sensitive adhesive materials are removed. Mending is done using Japanese tissue and reversible adhesives. Books are re sewn with linen thread and bound in leather or other cover material of choice using acid-free materials and easily reversible adhesives. Where appropriate, archival grade polyester envelope encapsulation with placement of materials into custom post binders replaces rebinding.

Please contact us at 804-564-1231 with any questions or comments or to arrange transportation of your documents.

Sincerely;



Greg Brooks

Conservation Proposal  
December 1, 2017

Brunswick	Death- Volume 31	\$ 900.00
Brunswick	Death- Volume 32	\$ 738.00
Brunswick	Death- Volume 33	\$ 678.00
Brunswick	Death- Volume 34	\$ 650.00
Brunswick	Death- Volume 35	\$ 768.00
Brunswick	Death- Volume 36	\$ 930.00
Brunswick	Death- Volume 37	\$ 996.00
Brunswick	Death- Volume 38	\$ 1,020.00
Brunswick	Death- Volume 39	\$ 1,062.00
Brunswick	Death- Volume 40	\$ 1,098.00
Brunswick	Death- Volume 41	\$ 1,212.00
Brunswick	Death- Volume 42	\$ 876.00
Brunswick	Death- Volume 43	\$ 1,140.00
Brunswick	Death- Volume 44	\$ 1,062.00
Brunswick	Death- Volume 45	\$ 1,590.00
Brunswick	Death- Volume 46	\$ 1,104.00
Brunswick	Death- Volume 47	\$ 1,398.00
Brunswick	Death- Volume 48	\$ 1,176.00
Brunswick	Death- Volume 49	\$ 966.00
Brunswick	Death- Volume 50	\$ 870.00
Brunswick	Death- Volume 51	\$ 906.00
Brunswick	Death- Volum 52	\$ 756.00
Brunswick	Death- Volume 53	\$ 906.00
Brunswick	Death- Volume 54	\$ 894.00
Brunswick	Death- Volume 55	\$ 798.00
Brunswick	Death- Volume 56	\$ 816.00
Brunswick	Death- Volume 57	\$ 828.00
Brunswick	Death- Volume 58	\$ 918.00
Brunswick	Death- Volume 59	\$ 896.00
Brunswick	Death- Volume 60	\$ 972.00
Brunswick	Death- Volume 61	\$ 804.00
Brunswick	Death- Volume 62	\$ 876.00
Brunswick	Death- Volume 63	\$ 930.00
Brunswick	Death- Volume 64	\$ 834.00
Brunswick	Death- Volume 65	\$ 1,050.00
Brunswick	Death- Volume 66	\$ 996.00
<u>Brunswick</u>	<u>Death- Volume 67</u>	<u>\$ 1,260.00</u>

**Total** \$35,674.00

**Condition:** Previously bound documents in poor condition with chipping and cracking noted. Paper tested acidic and exhibits considerable embrittlement. Paper is very weak and will require stabilization



**and mending. Repairs with pressure sensitive tape noted throughout the volumes.**

**Treatment: Documents to be cataloged and assessed for condition upon receipt. Pressure sensitive tape and previous mends to be removed to the extent possible without causing damage to paper and inks. Paper deacidified. All major chips and tears to be mended with Japanese tissue. Certificates to be placed into envelopes of 2 mil archival grade polyester with infrared welded seams, (three sided seal). Envelopes to be placed into new Ajax binders.**

