



*Washington*  
**Secretary of State**  
SAM REED

WASHINGTON STATE ARCHIVES  
Imaging & Preservation Services

P.O. BOX 40240  
Tumwater, WA 98504-0240  
[www.secstate.wa.gov](http://www.secstate.wa.gov)  
Tel: 360.586.2487  
Fax: 360.586.9602

December 12, 2008

Terra Howell  
Thurston County Auditor  
2000 Lakeridge Drive SW  
Olympia, WA 98502

Dear Ms. Howell:

Enclosed is your original copy of our executed Imaging & Preservation Services Agreement, OSOS #834B-1047-1A between the Thurston County Auditor and the State of Washington, Office of the Secretary of State, Division of Archives & Records Management. If you have any questions regarding the Agreement, please contact our Imaging and Preservation Services Manager, Boyd Barber at (360) 586-9608 or by email at [bbarber@secstate.wa.gov](mailto:bbarber@secstate.wa.gov) or our Customer Service Manager, David Tuckett at (360) 586-2487 or by email at [dtuckett@secstate.wa.gov](mailto:dtuckett@secstate.wa.gov).

Thank you for choosing to use our services. I hope you're enjoying your day!

Sincerely,

Marissa Quenga  
Administrative Assistant  
Washington State Archives  
Imaging & Preservation Services  
6340 Capitol Blvd.  
P.O. Box 40240  
Tumwater, WA 98501  
[mquenga@secstate.wa.gov](mailto:mquenga@secstate.wa.gov)

Enclosure

**IMAGING AND PRESERVATION SERVICES AMENDMENT A  
TO STATEMENT OF WORK NO. 1  
FOR INTERLOCAL AGREEMENT 834B-1047**

This Statement of Work is made and entered into by and between the Thurston County Auditor (hereinafter "CUSTOMER") and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES"). This Statement of Work (SOW) and exhibit is incorporated into and hereto made an integral part of Interlocal Agreement No. 834B-1047. Statement of Work 1 is hereby amended as indicated below: This amendment replaces in entirety Statement of Work 1.

**CUSTOMER:**           **Thurston County Auditor  
2000 Lakeridge Drive SW  
Olympia, WA 98502**

	<u>Customer</u>	<u>Archives</u>
<b>Contact:</b>	Terra Howell	Boyd Barber
<b>Title:</b>		Imaging Services Manager
<b>Telephone No.:</b>	360-754-4661	360-586-9608
<b>Email:</b>	howellt@co.thurston.wa.us	bbarber@secstate.wa.gov
		David Tuckett
		Customer Service Manager
		360-586-2487
		dtuckett@secstate.wa.gov

**I. SPECIFIC SERVICE**

ARCHIVES shall provide services and staff and otherwise do all things necessary for or incidental to the performance of work set forth in **Exhibit A** and fully incorporated herein by reference.

**II. PRICES**

Service	Unit	Unit Price
16mm Microfilm – Single or Multi-Page TIFF Images (Up to 11"x17") to Microfilm – Basic Service	Per Image	0.0175
35mm Planetary Microfilm (Large format documents or bound books) Grade SHOS	Per Image	0.55
All shipping or ferry prices will be charged cost + 30%		
<b>IMAGING ESTIMATE</b>		
Service	# of Units	Total Unit Cost
16mm Microfilm – Single or Multi-Page TIFF Images (Up to 11"x17") to Microfilm – Basic Service		
35mm Planetary Microfilm (Large format documents or bound books) Grade SHOS		
All shipping or ferry prices will be charged cost + 30%		
<b>IMAGING ESTIMATE</b>		
<b>Subtotal</b>		
<b>Sales tax:</b>		

Total Amount Not To Exceed	10,000.00
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III. CONTRACT PERIOD FOR STATEMENT OF WORK

The date of execution, which is the date of the last signature, through December 31, 2009.

IV. SERVICE DELIVERY

The above amount is an estimate for the project described in Paragraph I, *Specific Service*. If the project received is different than described in the Specific Service or is more complex than originally estimated, ARCHIVES will contact the CUSTOMER with a new cost estimate before starting work. After ARCHIVES has notified the CUSTOMER, the CUSTOMER has fifteen (15) calendar days from the date of notification of accepting the new cost estimate, whereby an amendment to this Agreement will be prepared, or discontinue the project under this Agreement.

V. GENERAL TERMS AND CONDITIONS

Should an unforeseen event cause a need for ARCHIVES to exceed the time described in SPECIFIC SERVICE, either by mutual consent a new date of completion will be established by amendment of this Agreement, or the Agreement will be terminated by mutual agreement.

VI. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. This SOW is an integral part of Interlocal Agreement No. 834B-1047 and contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement and SOW, shall be deemed to exist or to bind any of the parties hereto. This Agreement and SOW, together with its exhibit, constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

Thurston County Auditor

Office of the Secretary of State

Olivia Olmwell 11-17-08  
Signature Date

Joy Handfield 12/1/08  
State Archives Date

Licensing & Records Mgr.  
Title

Exhibit A  
Approved as to form:

EDWARD G. HOLM  
PROSECUTING ATTORNEY

[Signature]  
Deputy Prosecuting Attorney

## Exhibit A

The ARCHIVES shall:

### Pickup & Delivery

- Pickup and deliver the documents from/to CUSTOMER at: CUSTOMER will pickup and deliver documents.
- Large projects may be separated into individual job work orders which are sized based on completing each work order within 90 calendar days.
- Handle documents to prevent damage. Archives will not be held liable for inadvertent damage caused by the scanning process.
- Return documents in the original folder or binder in the box provided. Documents will not be stapled or clipped (reassembled). Oversize documents will be placed back in its original file location.
- Re-box the documents into a new Archive box if the original box is deemed insufficient to properly preserve the records. CUSTOMER will be invoiced for all new boxes required for their project.
- Return the documents to the following location within 15 calendar days of completing the imaging services:  
CUSTOMER will pickup documents.

### Project Management

- Contact the first or secondary CUSTOMER contacts with any questions regarding the project.
- Provide timelines, quantities, project complexity, and cost estimates based on our original project review. Estimates may be revised based on the condition of the records at the time they arrive in our production facility. ARCHIVES staff will review the project prior to beginning work and notify the customer of any cost adjustments required for document preparation which exceed the original estimate.

### Microfilm – 35mm

- Perform paper document microfilming for documents larger than 11" by 17".
  - This category of work is given the complexity Grade SHOS.
- Provide Microfilm Services for documents larger than 11" x 17" on 35mm planetary camera equipment.
- "Microfilm Services" shall include:
  - Preparing documents for microfilming by removing documents from bindings or binders, removing staples, flattening and/or mending pages.
  - Placing a Flash Target in front of each oversized document. Flash targets will be treated as a normal page for microfilming and will have the following information:
    - Oversized document removed and scanned
    - Document description
    - File or document number
  - Filming documents and performing quality control in accordance with the Washington State Standards for the Production and Use of Microfilm, which include:
    - Beginning and End of Roll Targets
    - Density Targets
    - Certificate of Authenticity
    - Informational Guide Sheets
    - Resolution Test Charts
    - Flash Targets (as needed)
    - Reduction ratios will vary with the size of the documents.
    - All frames will have a black border no greater than ¼".
    - Documents will be skewed less than 30 degrees.
    - Any documents not meeting these standards will be retaken and spliced to the end of the reel.
    - All splices will be finished using an ultrasonic splicer. No glues or tapes are permissible in the Security Microfilm Vault.

- Filming documents as they are presented, including...
  - All clearly visible markings on all pages will be captured in the image.
  - All Post-It notes will be filmed on the page and off.
- Creating 35mm silver halide original preservation quality master.
- Preservation copies shall conform to the following:
  - Minimum density shall not exceed .10
  - Background Density shall be 1.1+/-0.1
- Placing the original preservation microfilm in acid free containers, labels will contain some or all of the following fields, and placed in security microfilm vault:
  - Office of Record
  - Record Series:
  - Inclusive File Range:
  - Inclusive Dates:
  - Date Filmed:
  - Roll Number:
  - Disposition Authority Number (DAN):
  - Inspection Results - Density: Resolution:

### Archive Writer

#### Basic

- Perform digital image to microfilm conversion for previously scanned paper documents sized up to 11" by 17".
  - Images will be sent by CUSTOMER.
- Conversion services are priced at Grade Basic.
- Convert image files sequentially onto the film by chronological and/or number order according to indexing and file naming scheme.
- Create silver-halide microfilm rolls for each record series.
- Submit microfilm and transmittal documents to the ARCHIVES Security Microfilm section for preservation in the film vault.

#### *The CUSTOMER shall:*

- Clearly label document containers as to their contents.
  - Container identification shall include agency and office name, name of record series, contents (examples: 1-100, AABLE-JOHNSON, 01/01/1900-12/31/1900, etc), and an indication of the container number within a sequence (i.e., 1 of 23, 2 of 23, etc).
- Documents shall be provided to ARCHIVES in standard records boxes. Care should be taken to ensure that no portions of the records are exposed to the elements during transportation.
- Review documents and remove all items CUSTOMER does not want scanned. This includes Post-It notes attached to documents or documents not requiring permanent preservation.
- Make documents available for scanning prior to 11/28/2008.
- Schedule document pickup or return date within 15 calendar days of ARCHIVES notifying CUSTOMER that documents are ready. Documents not arranged for pickup or delivery during this timeframe will be accessioned to the CUSTOMER's Regional Branch Facility.
- Review the imaged records and notify the Archives of any defects or errors within 30 calendar days of invoice date.
- Submit payment for completed work within 30 calendar days of invoice date.
- Provide first and secondary contacts for any questions during the project:
  - First contact:  
Name: Carrie Wack Phone: 360-454-4535 email: wackc@co.thurston.wa.us
  - Secondary contact:  
Name: Terra Howell Phone: 360-754-4661 email: howellt@co.thurston.wa.us
- Ensure project is ready for processing prior to sending to ARCHIVES.

Pickup & Delivery

- Pickup and deliver documents from/to:
  - Washington State Archives  
Imaging & Preservation Services  
6340 Capitol Blvd.  
Tumwater, WA 98501
- All pickups and delivery dates, times, and quantities must have prior approval (email is acceptable) in writing from Imaging Services.

Archive Writer

Basic

- Send single or multi-page image files to be converted to microfilm to ARCHIVES via FTP.
- Clearly label folders on the FTP site containing images as to their contents.
- Folder identification shall include agency and office name, name of record series, contents (examples: 1-100, AABLE-JOHNSON, 01/01/1900-12/31/1900, etc), and an indication of the container number within a sequence (i.e., 1 of 23, 2 of 23, etc).
- Name image files sequentially in the order they are to appear on the film
- Ensure image files are no larger than one (1) MB
- Separate image files into subdirectories named by record series
- Prepare and send Archives transmittal document for subsequent microfilm at the time the digital images are uploaded to the FTP site.