



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review the Local Records Program Grants Guidelines: LRGrantGuidelines.pdf (ky.gov) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

McCracken County Sheriff's Office

Applicant Name:
(Records Custodian/Officer)

Ryan Norman

Applicant Title:

Sheriff

Primary Point of Contact:

Jana King

Office Address:

300 Clarence Gaines

Paducah, KY 42003

Phone Number:
(Including area code)

270-444-4719

Email Address:

jking@mccrackencountyky.org

Federal ID Number:

6 1 6 0 0 0 9 1 6

Project Summary

Total Funds Requested: \$ 8,610.00

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

Section 1: to digitize Child Abuse/Domestic Abuse case files (L4686) and Felony Investigation case files (L5846). This will be approximately 143,000 images. These records were selected because of their long retention periods as well as the serious need for historical preservation for the community. The public has a right to review felony case files for a long period of time, many of which may have historical significance. Key personnel is Jana King, the McCracken County Sheriff's Office Records Clerk. Mrs. King has been and will continue to organize and identify records for preservation and destruction. The MCSO will be contributing the salary for Mrs. King and anyone else within the MCSO to complete this project and the storage of the documents. Completion of this project will make records management much more organized and preserve documents in a better format, enabling the public and law enforcement to view the records in a non-diminished state.



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Plan of Work**

Please list the lowest bid project vendor(s) for each section.

**Section I**

Purpose: Digitize series L4686 and L5486

Vendor: Info +  
 Vendor Contact: Natalie Carter  
 Vendor Address: 952 South 3rd Street  
Louisville, KY 40206  
 Vendor Phone and Email: 502-562-0003 natalie@myinfoplus.com

Records	Date	Series	Cost
143,000 records		L4686 & L5846	\$7,150
Portable hard drives X 2			\$30
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section I Cost</b>			<b>\$7,180</b>

**Section II**

Purpose: Organize records into 1 cubic foot archival boxes and label

Vendor: Info +  
 Vendor Contact: Natalie Carter  
 Vendor Address: 952 South 3rd Street  
Louisville, KY 40206  
 Vendor Phone and Email: 502-562-0003 natalie@myinfoplus.com

Records	Date	Series	Cost
143,000 records		L4686 & L5846	1,430
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section II Cost</b>			<b>\$1,430</b>



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Section III**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section III Cost</b>			

**Section IV**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section IV Cost</b>			

\*\* Please Attach Additional Sections, if needed\*\*



## Kentucky Department for Libraries and Archives Local Records Program

Can these records be removed from the office during the project?    Yes     No     N/A

In what format do these records exist? Select all that apply.

Paper  Electronic Files  Microfilm  Microfiche  Aperture Cards  Plats

Other: \_\_\_\_\_

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

The majority of the records are located in an off site building. The building is heated, but not cooled, not fire resistant, with semi-adequate storage space. The building is controlled by key and cameras are in use in the area.

### **Project Outcomes**

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The outcome will enable the MCSO to have the records in a more organized manner, more easily accessible, and less likely to have diminished qualities.



## Kentucky Department for Libraries and Archives Local Records Program

### Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

We recently began implementing a disposition of records and purging records, according to the records retention schedule, on a regular basis. We do separate inactive materials from active files. We provide yearly records management training to staff.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

We maintain our records according to retention schedules and have open records forms available at the office as well as on our website. We routinely receive handwritten requests in the office as well.

Additional information/comments:

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Yes



## Kentucky Department for Libraries and Archives Local Records Program

### Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.


Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.


Yes  No



**Kentucky Department for Libraries and Archives  
Local Records Program**

Attest:

  
\_\_\_\_\_  
Local Government Authorized Official Signature  
*Craig Clymer, Judge Exec*  
\_\_\_\_\_  
Printed Name and Title  
*9-6-23*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Official Custodian of Records  
*Ryan Norman SHERIFF*  
\_\_\_\_\_  
Printed Name and Title  
*9/6/23*  
\_\_\_\_\_  
Date





**INVITATION FOR BID PROPOSAL**

**McCracken County Sheriff**

The Office of the McCracken County Sheriff is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2024 (2) and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than 4:30 PM CDT Oct 31, 2023 to be considered.

  
Signature/Title

Ryan Norman  
Printed Name

10/31/2023  
Date



Attachment A

August 7, 2021

Project (Bid) Specifications: McCracken County Sheriff's Office (MCSO)

**Section I - Scanning/Digitizing Paper Records**

1. Scan/digitize approximately 143,000 pages (Approximately 61 cubic feet of paper records or 16 boxes) – Child Abuse, Adult Abuse and Domestic Abuse Case File, L4686 – Felony Investigation case File (Homicide), L5846.
  - o Electronic Arrangement (Mirror Boxes) - Electronic files must be foldered and subfoldered just as they currently are arranged as paper files, i.e., foldered by box number, thereby subfoldered chronological by case folders. Each image must be searchable (.jpg or .png & PDF). Documents are to be repacked in boxes maintaining original numeric and chronological order.
  - o Digital evidence (photos or video) – must be copied to external portable media.
  - o Documents (boxes) must be picked up from, and returned to, facility storage shelving at MCSO.
  - o Vender must provide both physical and electronic document access to MCSO for the entirety of project (while paper documents are off-site being converted).
2. Provide scanned images on an external portable media in a format preferred by MCSO. E.g., Vender provides PDF images on an external hard-drive.
3. Provide copies of scanned images to Kentucky Department of Library & Archives on an external portable media.

**Section II - Miscellaneous Equipment (boxes)**

1. Repack each set of records as originally marked/identified (per box or filing cabinet drawer label) into new one (1) cubic foot archival boxes. Some records will need to go from a single box to multiple boxes, in these cases boxes must be identified as box 1 of 2, 2 of 2, etc. Grantee must approve storage boxes. (Preferred box size is 1 cubic foot and of archival quality. New labels will be created by vendor and placed on repacked boxes.)
2. Vendor will provide label information
3. Vendor will transport documents to and from the MCSO.

***NOTE: It is the sole responsibility of the prospective bidder to evaluate box conditions, sheet sizes, sheet/page counts, location pickup and delivery, record arrangement, and any other aspect of this bid not explicitly expressed in these specifications.***

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A **NO BID**.

**Bids must be returned no later than 2:00 PM CDT, August 30, 2023 to:**

**Ryan Norman  
McCracken County Sheriff  
300 Clarence Gaines**

Paducah, KY 42003

**\*\*MARK ENVELOPE WITH "BID: MCSO RECORDS"\*\*\***

To arrange an onsite review and/or for questions, please contact:

Jana King, Records Clerk

Phone: 270-444-4719

Email: [jking@mccrackencountyky.gov](mailto:jking@mccrackencountyky.gov)

Section III – Bid Opening

The bids will be opened on August 30, 2023 at 2:00 PM CDT. The bids will be opened at the McCracken County Sheriff's Office. Bidders are invited to join the bid opening.



**McCracken County Sheriff's Office  
Document Scanning Quote**

**Ryan Norman**

October 30, 2023

Description of Services	Unit	Proposed Charge	Scope of Work
Document Imaging	Image/page/photo (Each)	0.05	Per specs, approximately 143,000
Document Prep	Each	Included	Remove staples, tape, creases, etc.
Document Indexing	Dual level/single field (Each)	Included	Folder by box #, file by case #
Re-prep/re-package	Page (Each)	.01	Re-pack in order in marked boxes
Device for return of images	Each	15.00	Portable hard (thumb) drive
Pickup/Delivery	Each	TBD	Transportation; materials/# boxes TBD
In-Work Retrievals (if needed)	Each	5.00	Retrieve and email document(s)

Proposed estimate below is provided to assist with cost assessment. Actual image counts will be billed, and transportation will be added if bid is accepted.

Scanning 143,000 x .05 = \$7150  
 Re-prep 143,000 x .01 = \$1430  
 Portable hard drives 2 x 15 = \$30  
 Transportation = TBD

*= 8610*

**This document contains information that is proprietary and is provided in confidence for a specific purpose.  
 Proposed pricing good for 30 days from proposal date  
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**Onsite Examination: 8/12/2023**

**Section 1: Digitize Child Abuse and Domestic Abuse Case Files (L4686)  
Felony Investigation Case Files (L5846)**

- Digitize Child Abuse and Domestic Abuse Case Files (L4686) and Felony Investigation Case Files (L5846) approximately 143,000 images. This section will consist of pick up and housing of documents in our HIPPA compliant warehouse. Scanning the documents with all necessary procedures to maintain document integrity, quality, and security. Documents will be split and merged with appropriate index's with a final QA.

**Section 1 Total: \$40,080.00**

**Section 2: Miscellaneous Equipment (Boxes)**

- Repack records into 1 cubic foot archival boxes. Create appropriate labels per request of MCSO.

**Section 2 Total: \$3,245.00**

**Total for all sections: \$43,325.00**



**Billing:** An invoice will follow completion of project and Images submitted to the KDLA

**General Conditions:**

Data Records Management Services will take all necessary actions to ensure that all images are captured in a quality that closely resembles the original. This office will have 180 days after receipt of the archived documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, Data Records Management Services will re-scan the affected documents at no charge to the customer. If no inadequacies are discovered during that 180-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Quality of any scanning services will include the following unless specified otherwise:

- Advanced Image Enhancement
- Blank page drop out
- De-skewing
- 300 X 300 DPI Bi tonal
- De-speckling
- Tiff Images

**Acceptance:**

Your signature of acceptance constitutes our entire agreement.

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McCracken Sheriffs Office  
Ryan Norman

---

Date

## **Scanning/Digitizing Paper Records Off-Site**

Presented to:

**McCracken County Sheriff's Office  
300 Clarence Gaines Street  
Paducah, KY 42003**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607**

Joshua Dosson  
Northeast Account Manager  
[jdosson@us-imaging.com](mailto:jdosson@us-imaging.com)  
(989) 992-3890

Rhonda Olson  
Western Account Manager  
[rolson@us-imaging.com](mailto:rolson@us-imaging.com)  
(989) 928-1559

October 31, 2023



# US Imaging

October 31, 2023

Jana King  
Records Clerk  
McCracken County Sheriff's Office  
300 Clarence Gaines Street  
Paducah, KY 42003

On October 23, 2023, I visited the McCracken County Sheriff's Office to perform an on-site examination of the files to be scanned. On behalf of US Imaging, I am pleased to submit the following proposal to scan and microfilm Sheriff's Office Files for McCracken County.

US Imaging, Inc. is pleased to present the following estimate to scan/digitize **Paper Records** off-site for McCracken County. Our team will provide the County with an unparalleled combination of expertise, proven processes, and state-of-the-art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 47 years and have successfully served over 978 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 methods of Scanning:**
  1. **Scan Off-Site** – US Imaging can scan 100% of the files at our facility and deliver 100% of the images to you for instant access. This is recommended for active files.
  2. **Scan On-Site** – US Imaging can scan 100% of the files at your facility to provide instant access. This is recommended for extremely active or valuable files.
  3. **Scan On Demand** – US Imaging can store boxes of files at our secured facility, scan files as needed, and transmit encrypted digital images via e-mail or FTP to provide 1-hour access. This is recommended for semi-active and inactive files.
- **Color & Bi-Tonal Images** – US Imaging has standardized 300dpi scanning and provides both Color Images and Black and white Images.
- **Backup** – US Imaging stores backup copies of images in climate-controlled vaults for disaster recovery and preservation with 3 choices of media:
  1. External **Magnetic Hard Drives** that have a 5-year life expectancy.
  2. Archival quality **16mm Microfilm Rolls** that have a 500-year life expectancy.
  3. Archival quality **M-DISC Blu-Ray Discs** that have a 1,000-year life expectancy.
- **Guarantee** – US Imaging provides the most legible images possible and will correct any issue for free, forever.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (989) 928-1559 or e-mail [rolson@us-imaging.com](mailto:rolson@us-imaging.com).

Sincerely,



Rhonda Olson  
Western Account Manager  
US Imaging, Inc.

**400 S. Franklin Street • Saginaw, MI 48607**  
**Phone: (989) 753-7933 • Fax: (800) 517-4293**

### McCracken County Sheriff's Office Requirements:

- **Original Media** – The Sheriff's Office will retrieve all the original files for the range of this project and confirm that all the desired files are present.
- **Hardware** – The Sheriff's Office will allocate sufficient hard drive storage to import PDFs into the computer system.
- **Import** – The Sheriff's Office will work with its system vendor to import PDFs into the computer system.

### US Imaging Requirements:

#### Stage 1 – Transportation & Scanning

- **Packing & Transportation** – Our experienced drivers will pack files into archival quality storage boxes, load them into our locked trucks with GPS tracking, and deliver the files directly to our facility in Saginaw, MI.
- **Tracking** – Once the boxes arrive at our facility, barcodes will be affixed to each box. The barcode box labels are scanned every time a box is moved, so boxes are always tracked within a 4' x 4' area within our facility at all times.
- **Inventory Report** – US Imaging will create an On-Line Inventory Report for the Sheriff's Office to track the progress of the project.
- **Document Preparation** – Document preparation will include removing pages from fasteners or folders, removing staples, paper clips, and sticky notes, reorienting pages, making repairs, unfolding, and hanging any legal sized papers out. Photos will be placed at the beginning of each file for scanning.
- **Paper Scanning** - Pages will be scanned in color simultaneously at 300dpi in duplex mode, and operators will inspect images as they are scanned for double feeds and bent corners. Pages within each file will be scanned in the order in which they are received.
- **Inspection** - Digital images will be inspected for quality. If an image appears to have a problem due to scanner settings or scanner error, it will be rescanned at no charge.
- **Indexing** - Each file will be indexed as specified in each section. If approved, all non-picture images will be processed for OCR so that the final PDF is searchable.
- **USB Hard Drives** - All single-page JPEG images and final PDFs will be copied to 3 sets of external USB Hard Drives. 1 set will be shipped to the McCracken Sheriff's Office for review and on-site backup. 1 set will be shipped to KDLA for off-site backup in lieu of duplicate diazo rolls. 1 set will be stored at US Imaging for off-site backup.

#### Stage 2 – Name and Inspect

- **Blank Backside Removal** – The blank pages typically create a TIFF image that is 5k or smaller. All TIFF images with a file size of 5k or smaller will be automatically removed from the final digital file.
- **Single Name** – Single-page images will be auto-grouped together as a multi-page document and manually named by the Case Number in a single pass at 98% accuracy.
- **Audit / Inspect** – Each black and white TIFF image will be visually inspected as a 12"W x 18"H image on 27" Portrait monitors, US Imaging will flag all pages that should remain in color (i.e., Fingerprint, Seal, Photo). US Imaging will deliver these images in color within the final PDF with the rest of the B&W images for that specific Case.
- **Formatting** – US Imaging will format the images as multi-page PDFs.
- **USB Hard Drives** - All single-page JPEG images and final PDFs will be copied to 3 sets of external USB Hard Drives. 1 set will be shipped to the McCracken Sheriff's Office for review and on-site backup. 1 set will be shipped to KDLA for off-site backup in lieu of duplicate diazo rolls. 1 set will be stored at US Imaging for off-site backup.

## **SECURITY / INSURANCE:**

Our facility was specifically designed for Microfilm Storage, Document Storage, and Backfile Scanning. It is all steel construction upon a 4' concrete base, 14 feet above the 100 year flood plain. It has a Duralast roof, with a dry sprinkler system and a motion detector security system, which is monitored 24/7. It has 2 indoor loading docks to keep documents out of the weather while unloading. Our industrial shelving system is made of steel uprights, steel beams, and steel decking.

Our experienced staff, vehicles, and facility are all insured to meet or exceed all requirements recommended by the Professional Records and Information Storage Management Association (PRISM) and HIPAA. US Imaging has a detailed confidentiality policy, which is strictly enforced. Our employees are all under non-disclosure agreements and have undergone a stringent background check.

Plant Security – Our facility includes strict security procedures and physical deterrents. All doors are constantly locked. There is no public access to the facility, and all guests must sign in and be accompanied by an employee. Video surveillance monitors the warehouse, entrances, and exits. The entire facility is climate and humidity controlled with industrial fire production. We have never experienced a loss or theft from the facility.

## **STORAGE FACILITY:**

Temperature and humidity controlled - Film will be kept in a constant cool environment, with temperatures no greater than 65 degrees. Temperature and humidity will be monitored 24 hours a day, seven days a week.

Disaster Safe - Our facility is the only document storage center in Mid-Michigan specifically designed for Microfilm Storage and Backfile Scanning. It is all steel construction upon a 4' concrete base, 20 feet above the 100 year flood plain. It has a Duralast roof with a dry sprinkler system. It has 2 indoor loading docks to keep documents out of the weather while unloading. Our industrial shelving system is made of steel uprights, steel beams, and steel decking. Additionally, our vaults utilize an independent Munters Dehumidification System and Generac Natural Gas Generator to maintain constant temperature and humidity in the event of a power outage.

## **TRACKING:**

Our experienced staff will place content and barcode tracking labels on each box.

Boxes are tracked by a state-of-the-art computer system specifically designed for Professional Record Storage Centers. Our solution eliminates unused space, overburdened space, damaged records, and the labor to manage the filing system.

## **RECORD REQUEST:**

Retrievals can be made by phone at (989) 753-7933 or by e-mail to Karen Johnson at [kjohnson@us-imaging.com](mailto:kjohnson@us-imaging.com), Monday – Friday, 8 am-5 pm EST. All retrieval requests will be fulfilled within 24 hours.

**Section I: Estimated Investment to Scan/Digitize Paper Records Off-Site**

**L5846 & L4686**

16 Boxes	@	24 Inches per box	=	384 Inches
384 Inches	@	373 Pages per Inch	=	143,000 Pages
143,000 Pages	@	4% Color Pictures	=	4,775 Pictures
138,225 Pages	@	1% Pages with Backsides	=	1,382 Backsides
144,382 Images	@	130 Images per File	=	1,115 Files
143,000 Pages	@	500 Pages Prepped per Hour	=	286 Prep Hours
281,225 Images	@	400 Images per Gigabyte for JPEG Images	=	704 GB for JPEG's
144,382 Images	@	400 Images per Gigabyte for PDF Images	=	361 GB for PDF's

**Stage 1**

1 Pickup	@	\$2,000.00 Pickup & Transport Boxes to Saginaw, MI	=	\$2,000.00
143,000 Images	@	\$0.125 Per Page to Prep & Scan 300dpi Color JPEG	=	\$17,875.00
281,225 Images	@	\$0.015 Per Image to Convert JPEG to B&W TIFF	=	\$4,218.38
2 Drives	@	\$150.00 Per USB Drive, Copying & Backup	=	\$300.00
1 Shipment	@	\$25.00 Per USB Drive Shipment	=	<u>\$25.00</u>

**Stage 2**

136,843 Images	@	\$0.02 Per TIFF to Delete Blank Backsides	=	\$2,736.86
144,382 Images	@	\$0.05 Per Image to Inspect & Audit for Color	=	\$7,219.11
1,115 Files	@	\$0.60 Per File to Single Name by Case # to 98% Accuracy <sup>1</sup>	=	\$669.00
139,607 Images	@	\$0.095 Per TIFF to Convert to Searchable PDF	=	\$13,262.69
4,775 Pictures	@	\$0.05 Per Color JPEG to Convert to Color PDF	=	\$238.75
1 Trip	@	\$2,000.00 Per Trip to Return Boxes to County	=	\$2,000.00
1 Drive	@	\$150.00 Per USB Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Drive Shipment	=	<u>\$25.00</u>

**Total Investment = \$48,719.78**

<sup>1</sup>: Name by Document Type (Homicide L5846 or Abuse L4686) and Case #

Travel is discounted, and pickup/return will be scheduled when USI is in the geographical area.

**Section II: Estimated Investment to Provide Miscellaneous Equipment (Boxes)**

**Homicide Case Files (L5846) & Abuse Case Files (L4686) - Repack into New Boxes**

5 Boxes	@	24 Inches per Box (Homicide L5846)	=	120 Inches
120 Inches	@	15 Inches per Box	=	8 Boxes
11 Boxes	@	24 Inches per Box (Abuse L5846)	=	264 Inches
264 Inches	@	15 Inches per Box	=	18 Boxes

26 Boxes @ \$12.00 Per New 15" Box, Packing & Labeling = \$312.00

**Total Investment = \$312.00**

**ACCEPTANCE AND AUTHORIZATION:**

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued with each hard drive shipment.

All hard drives, images, and indexes are the exclusive property of the Sheriff's Office. US Imaging will not reproduce or distribute McCracken County Sheriff's Office images and/or indexes to any other entity except the McCracken County Sheriff's Office.

The McCracken County Sheriff's Office may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, McCracken County Sheriff's Office agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

**Accepted by:**

Jana King  
Records Clerk  
McCracken County  
300 Clarence Gaines Street  
Paducah, KY 42003

**Accepted by:**

Rhonda Olson  
Western Account Manager  
US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607

Signature: \_\_\_\_\_

Signature: 

Date: \_\_\_\_\_

Date: October 31, 2023

**Please check the approved Phases(s):**

_____ Section I: Scan/Digitize Paper Records Off-Site	=	\$48,719.78
_____ Section II: Provide Miscellaneous Equipment (Boxes)	=	\$312.00
<b>Total Estimated Investment</b>	=	<b><u>\$49,031.78</u></b>