



REQUEST FOR SERVICES

State Form 56676 (R2 / 12-25)

INDIANA STATE ARCHIVES AND RECORDS ADMINISTRATION

Approved by State Board of Accounts, 2022

Pursuant to IC 5-15-5.1-5(a)(16)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

STATE IMAGING AND MICROFILM LABORATORY

100 North Senate Avenue, Room N055

Indianapolis IN, 46204

Telephone: (317) 232-3381

Email: Imaging@lara.in.gov

Website: www.in.gov/lara/2341.htm

INSTRUCTIONS: Please complete all applicable fields and review to ensure they are completed correctly. Incomplete forms will be returned.

NOTE: All filming will be completed at the State Imaging and Microfilm Laboratory and will meet the requirements of Indiana Rules of Court - Administrative Rule 6. All Master microfilm will be transferred to the Indiana State Archives in accordance with IC 5-15-5.1-11, unless otherwise decided. Storage of master film, in the Indiana Archives and Records Administration vault, is provided at no additional cost and is dependent upon available space. All services are subject to availability of supplies and equipment.

SECTION 1: CONTACT INFORMATION

Name of Requestor	Telephone Number of Requestor ()	Email address of Requestor
Name of Agency	Name of Division	
Address (number and street, city, state, and ZIP code)		

SECTION 2: CONTENT INFORMATION

Indiana Rules of Court - Administrative Rule 6 PREPARATION OF DOCUMENTS FOR MICROFILMING

Sec. 3.1. Agencies shall prepare documents for microfilming as follows:

- (1) Organization of documents.
- (2) Preparation of an index to be submitted with the documents.
- (3) Removal of staples, paper clips, or other fasteners.

NOTE: Any project that does not contain an index will have an automatic fee of \$20 charged to the final cost. An additional fee of \$20 per hour will be applied to any projects that requires staple removal, paperclip removal, camera/ scanner setup, adjustments for multiple sized images and newspapers that are folded.

Record Series Title	Record Series Number	Number of Objects
Subtitle	Date Range (MM/DD/YYYY – MM/DD/YYYY)	Arrangement (Chronological, Numerical, Alphabetical)

SECTION 3: REQUESTED SERVICES

		Cost	Quantity	Total
Preservation Microfilming Services (Master Film Creation – NOT for Patron Use)				
3.01	<input type="checkbox"/> 16mm Filming – Standard size documents, up to legal size (8.5" x 14")	\$85.00 per reel		
3.02	<input type="checkbox"/> 35mm Filming – Books, newspapers, etc. (Anything larger than 14")	\$125.00 per reel		
3.03	<input type="checkbox"/> Digital Files to Film 16mm (Up to 2,500 images per reel)	\$40.00 per reel		
3.04	<input type="checkbox"/> Digital Files to Film 35mm (Up to 600-1,000 images per reel)	\$60.00 per reel		
Microfilm Duplicating Services (Patron Use Copies)				
3.05	<input type="checkbox"/> 16mm Diazo Negative Copy	\$15.00 per reel		
3.06	<input type="checkbox"/> 35mm Diazo Negative Copy	\$20.00 per reel		
3.07	<input type="checkbox"/> 16mm Silver Negative Copy	\$30.00 per reel		
3.08	<input type="checkbox"/> 35mm Silver Positive Copy	\$35.00 per reel		
3.09	<input type="checkbox"/> 16mm Jacket	\$0.25 each		
3.10	<input type="checkbox"/> Jacket Loading	\$30.00 per reel		
3.11	<input type="checkbox"/> Cartridge, leader, trailer	\$10.00 per reel		
Silver Film Developing Services (Non SIML created film)				
3.12	<input type="checkbox"/> Film Processing Only – 16mm and 35mm	\$15.00 per reel		
Scanning Services (10 box maximum)				
3.13	<input type="checkbox"/> Standard size black and white or grayscale	\$0.03 per image		
3.14	<input type="checkbox"/> Standard size color document	\$0.12 per image		
3.15	<input type="checkbox"/> Large format black and white or grayscale	\$0.26 per image		
3.16	<input type="checkbox"/> Large format color	\$0.52 per image		
3.17	<input type="checkbox"/> 16mm / 35mm Microfilm to Digital (min 500 images)	\$0.10 per image		

Digital Files Specifications (required for scanning services)

DPI with the following choices: 300 Other: _____

TIFF PDF Other: _____

Single Page Multi-Page

Black and White Grayscale Color

3.18 File Naming Convention: _____

		Cost	Quantity	Total
3.19	<input type="checkbox"/> Optical Character Recognition (OCR)	\$0.05 per image		

Digital Delivery

3.20 CD Case and Label \$10.00 each

3.21 Portable Hard Drive (provided by client) \$0.00

3.22 SFTP (no charge) \$0.00

Other Services

3.23 Additional Labor (prep, setup, verification) \$20.00 per hour

3.24 Expedited Project Fee per box or reel \$50.00 per item

3.25 Hazardous Document Handling (mold, redox, etc.) \$25.00 per hour

3.26 Indexing, Per Index Item Created \$0.10 per entry

ESTIMATED TOTAL COST OF SERVICES

ACTUAL TOTAL COST OF SERVICE (to be filled out by SIML)

SECTION 4: REQUESTOR'S FINANCE CONTACT INFORMATION & PAYMENT REMITTANCE

Name of Requestor's Finance Coordinator	Telephone Number ()	Email address (required)
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Shipping Address (number and street, city, state, and ZIP code)

Project Returned Via: UPS Info Express Pick-up Delivery Other: _____

Payments Remit to:

Indiana Archives and Records Administration ATTN: Finance Division, 402 West Washington Street, Room W478, Indianapolis, IN 46204

SECTION 5: REQUESTOR'S ACKNOWLEDGEMENT OF SERVICES REQUESTED

Disclaimer: Upon receipt of this form, your content will be reviewed against the Index sent. If discrepancies are found, your project is subject to delay until discrepancies are remediated. Submission of this form does not guarantee project acceptance by the State Imaging and Microfilm Laboratory.

Signature of Requestor Date (month, day, year)

SECTION 6: FILM VERIFICATION AND MICROFILM TRANSFER

By checking this box and signing, I agree that SIML will inspect and verify, frame by frame, any roll of film created and authorize the transfer of said microfilm to the State Archives.

Note: There is a fee of \$20 per hour for SIML staff to verify frame by frame inspection.

Signature of Requestor Date (month, day, year)

SECTION 7: IARA STATE IMAGING AND MICROFILM LABORATORY USE ONLY

Date Received (MM/DD/YYYY)	Project Number	Roll Range	Estimate Number
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Date Shipped (MM/DD/YYYY)	Tracking Number	Invoice Number	Total Cost
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Deliverables to Requestor	<input type="checkbox"/> Master Microfilm	<input type="checkbox"/> Paper Documents	<input type="checkbox"/> Duplicate Film
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Deliverables to Record Center	<input type="checkbox"/> Shredding <input type="checkbox"/> Other:	Deliverable to Archives:	<input type="checkbox"/> Microfilm <input type="checkbox"/> Paper Documents
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Microfilm Transmittal Form:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Compliance Verification Form Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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