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| SEAL31.TIF | **REQUEST FOR SERVICES**State Form 56676 (6-19)Approved by State Board of Accounts, 2019Pursuant to IC 5-15-5.1-5(a)(16) | **INDIANA ARCHIVES AND RECORDS ADMINISTRATION****STATE IMAGING AND MICROFILM LABORATORY**100 North Senate Avenue, Room N055Indianapolis, IN 46204Telephone: (317) 232-3381Fax: (317) 233-0908Website: [www.in.gov/iara/2341.htm](http://www.in.gov/iara/2341.htm)  |
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| *INSTRUCTIONS: Please complete all applicable fields and review to ensure they are completed correctly. Incomplete forms will be returned.* *Please see the* [*complete price list*](https://www.in.gov/iara/files/IARA%20SIML%20%20Price%20List%207-10-18.pdf) *on our website.**NOTE: All filming will be completed at the State Imaging and Microfilm laboratory and will meet the requirements of 60 IAC 2.* *Storage of master film in the Indiana Archives and Records Administration vault is provided at no additional cost.* |
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| **AGENCY INFORMATION** |
| Name of requestor      | Telephone number of requestor(     )      | Date of request *(month, day, year)*      |
| Name of agency       | Name of division      |
| Address of agency *(number and street, city, state, and ZIP code)*      |
| Project number      | Activity number      | Source number      | Category number      | Subcategory number      | Locality number      | Business unit      | Fund      | Department      | Program number      |
| Title of record series      | Record series number      | Number of boxes      |
| Signature of requestor | Date signed *(month, day, year)*      |
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| **REQUESTED SERVICES** |
| **Preservation Microfilming Services** | **Cost** | **Quantity** | **Total** |
| [ ]  16 mm – Standard size documents, up to legal size (8.5” x 14”), per image, minimum 1250 images  | .03 |       |       |
| [ ]  35 mm – Books, newspapers, etc. (Anything larger than 14”), per image, minimum 250 images | .205 |       |       |
| [ ]  16 mm Diazo Negative Copy | 11.00 |       |       |
| [ ]  16 mm Process and Duplicate Only | 13.35 |       |       |
| [ ]  16 mm Silver Duplicate, Negative Only | 29.00 |       |       |
| [ ]  35 mm Diazo Negative Copy | 17.00 |       |       |
| [ ]  35 mm Process and Duplicate Only | 19.93 |       |       |
| [ ]  35 mm Silver Duplicate, Negative or Positive | 32.00 |       |       |
| **Scanning Services** |  |  |  |
| [ ]  Standard Size Black and White Document, per image | .025 |       |       |
| [ ]  Standard Size Color Document, per image | .12 |       |       |
| [ ]  Large Format Black and White Document, per image | .26 |       |       |
| [ ]  Large Format Color Document, per image | .52 |       |       |
| **Image Conversion** |  |       |       |
| [ ]  Digital Files to Film (16 mm film) | 32.50 |       |       |
| [ ]  Digital Files to Film (35 mm film) | 52.50 |       |       |
| [ ]  Microfilm to Digital, 16 mm, per image | .02 |       |       |
| [ ]  Microfilm to Digital, 35 mm (Bi-Tonal), per image | .035 |       |       |
| [ ]  Microfilm to Digital, 35 mm (Gray Scale), per image | .14 |       |       |
| **Other Services** |  |  |  |
| [ ]  Shipping – USPS, UPS | *Cost Varies* |       |       |
| [ ]  Prep Work Charge, per Hour | 20.00 |       |       |
| [ ]  16 mm Jacket, per Jacket | .10 |       |       |
| [ ]  Jacket Loading, per Roll | 25.00 |       |       |
| [ ]  Cartridge, Leader and Trailer | 5.49 |       |       |
| [ ]  Optical Character Recognition (OCR) Service, per image | .035 |       |       |
| [ ]  Indexing, per Index Created | .10 |       |       |
| [ ]  Compact Disc, Jewel Case, and Label | 4.43 |       |       |
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| ***FOR LABORATORY USE ONLY*** |
| Date started *(month, day, year)* | Starting roll number | Date completed *(month, day, year)* | Ending roll number |
| Signature of Laboratory staff fulfilling request | Date *(month, day, year)* |
| Printed name of Laboratory staff | Title of Laboratory staff |