

MICROFICHE AND MICROFILM TRANSFER SPECIFICATIONS**I. DESCRIPTION OF MATERIALS**

- ❖ The Louisiana Department of Energy and Natural Resources (LDENR) – Office of Conservation possesses a film collection of approximately 150,000 microfiche cards and 1750 reels of 16mm microfilm containing images related to well sites.
- ❖ Each microfiche card contains an average of 30 images.
- ❖ Each reel of 16mm microfilm contains an average 2000 images.

II. DESCRIPTION OF SERVICES/REQUIREMENTS

- ❖ This project relates to digitizing the collection of microfiche cards and microfilm reels, with emphasis on priority given to the microfiche cards.
- ❖ Vendor shall provide all labor, materials, and services required to achieve the highest possible quality and resolution of images as the films' condition and scanning technology will allow.

III. PICK-UP AND DELIVERY

- ❖ Vendor will pick up batches of microfiche cards and/or jacketed 16mm microfilm reels from LDENR located at 617 North 3rd St. – 9th Floor, Baton Rouge, LA 70802 each month and transport these to vendor's location.
- ❖ Vendor will return the scanned documents on a USB flash drive containing named files of images scanned along with an invoice each month.
- ❖ Given the historical and permanent record of these film reels, the vendor shall take all necessary steps to safeguard these materials against theft, vandalism, unauthorized use, damage, and alterations of any kind.
- ❖ Vendor shall utilize the necessary precautions to prevent exposure of excess temperatures and humidity to the films.

IV. SCANNING AND LABELING

- ❖ Vendor will scan the individual film frames and create a digital image for each frame on each card.
- ❖ Vendor will employ grayscale scanning mode to create images at 200 or 300 dpi resolution depending on which level gives optimal readability and file size.
- ❖ Vendor will create a single .pdf file from all of the images contained on one or more microfiche cards that pertain to a unique Well Serial Number.
- ❖ Vendor will name each .pdf file with the appropriate Well Serial Number. (ex. 33001. pdf)
- ❖ Vendor will scan the film reels and create a .pdf file for each file. The name of the file will be determined based on information located on the film box.
- ❖ Price shall be inclusive of the number of USB flash drives and/or other storage devices required for completing this project.
- ❖ If LDENR requires a document while it is in the vendor's possession, vendor will scan the requested file and email it to LDENR.
- ❖ The vendor shall be responsible for its own quality control of the files, subject to ultimate review by the Office of Conservation.

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V. ADDITIONAL CONDITIONS

- ❖ Price will be inclusive of all labor, materials, equipment, parts, supervision, freight/shipping, insurance, permits, and/or any other miscellaneous charges related to the completion of this project.