

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 jacketed microfiche card contains an average of 30 images.
- ❖ Each reel of 16mm microfilm contains an average 2000 images.
- ❖ An unknown quantity of jacketed microfiche images are in various directions including backwards/reverse-reading within their respective jackets.

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.
- ❖ All work shall be performed at the vendor's work site. No subcontractor shall be permitted to directly handle any of LDENR's films.
- ❖ The Vendor will provide a removable hard drive/USB flash drive for the storage of scanned files.

III. PICK-UP AND DELIVERY

- ❖ Vendor is responsible for pick-up and delivery of film to/from LDENR. No third-party shipping.
- ❖ Vendor will pick up batches of jacketed microfiche cards and/or 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.
- ❖ Batches shall not exceed an amount that can be processed by vendor on a monthly basis.
- ❖ Vendor shall utilize the necessary precautions to prevent exposure of excess temperatures, humidity, UV light, dust, and other pollutants to the films. Storage and use temperatures shall not exceed 70 degrees Fahrenheit and shall not exceed 50 percent humidity.
- ❖ All original cards and reels in their original containers and file-based deliverables shall be returned to LDENR upon completion of work.

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 a resolution which gives optimal readability and file size. All images on the microfiche cards and microfilm reels are currently in grayscale.
- ❖ Vendor will create a multipage PDF file(s) from all 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) If a Well Serial Number spans more than one microfiche card or reel, files shall be named with a numerical suffix. (ex. 33001 (1) or 33001.1)
- ❖ Vendor will return the scanned documents on a USB flash drive along with an invoice each month at which time LDENR will return the previous month's flash drive for re-use by vendor.
- ❖ Vendor will scan the film reels and create a multipage PDF file for each well record. Document breaks will be determined by well record.
- ❖ If LDENR requires a document while it is in the vendor's possession, vendor will scan the requested file and email it to LDENR.
- ❖ Jacketed microfiche shall be quality control inspected to determine if emulsion is face down and images are right reading.
- ❖ Images or strips that fail quality inspection shall be reloaded, ensuring emulsion is face down and images are right reading before capture.
- ❖ The vendor shall be responsible for its own quality control of the files, subject to ultimate review by the Office of Conservation.

V. ADDITIONAL CONDITIONS

- ❖ Pricing shall include the price per each microfiche card and each reel of film for film transfer.
- ❖ Pricing will be inclusive of all labor, materials, equipment, parts, supervision, freight, insurance, permits, and/or any other miscellaneous charges related to the completion of this project.
- ❖ If it is discovered that additional work is required outside of the scope of this project, it will only be approved with authorization from LDENR and executed only with a written purchase order.
- ❖ LDENR will download images from the removable hard drive and return the device to the vendor during pick-up/drop-off the following month to allow for re-use.
- ❖ LDENR does not currently utilize SFTP (secure file transfer protocol).
- ❖ Each microfiche card contains one unique Well Serial Number.
- ❖ Each microfilm contains varying amount of Well Serial Numbers. For reels containing more than one Serial Number, this is indicated by a page break between images that
- ❖ Each microfilm reel contains varying amounts of Well Serial Numbers. For reels containing more than one Serial Number, this is indicated by a page break between images that contains the upcoming Well Serial Number.