

TECHNOLOGY/SECURITY PRINTING • COUNTY/CITY SOLUTIONS



Preserving the Past **FOR THE FUTURE**

Effectively using technology to preserve
public records is our business.



www.scott-merriman.com



Preserve the Past for the Future

Maintaining and archiving documents and records for the public is a primary duty for many government officials. Scott Merriman, Inc. has extensive experience in serving government officials in their fulfillment of record management responsibilities. Our staff has worked closely with state, county and municipal government offices in applying proven technology to accurately and efficiently preserve such historical information.

A few of the benefits our services have provided for public officials just like you include:

- Enhanced record availability
- Reclaimed storage space
- Prevention of irreversible loss of information
- Assurance of safety of public records
- Speedy recovery from natural disaster
- Restoration of deteriorated records
- Reduced printing costs for recreated records

This booklet is intended to help you understand some of the record preservation options available to you.

Scott Merriman, Inc. would be delighted to work with you and your staff to help you preserve the past. Don't hesitate to contact us if we can be of any service to you.

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Archival Imaging Services

On-site scanning services

- Records you are responsible for never leave your offices
- Single and double sided scanning for documents up to 36" wide available
- Very high volume scanning up to 12" x 18" page sizes
- High resolution, non-destructive scanning for bound books with up to 18" x 28" page sizes
- Color/greyscale 300 dpi resolution or better always used for scanning to produce exceptionally clear documents
- Any pages with addendums will be scanned with and without the addendum—during page indexing, pages with addenda will be given suffixes
- Plat maps/engineering drawings removed from plat sleeves for scanning—we can place drawings in new sleeves also

Off-site scanning services

- Loose page and bound book scanning
- Court case scanning
- Document preparation—staple, clasp, fastener removal; unfolding; removal from envelopes
- Provision of digital copies of off-site documents within 4 hours of retrieval request
- Microfilm or microfiche—35mm or 16mm
- Aperture cards
- Provision of microfiche/microfilm as Virtual Film to replace microfilm reader/printer systems

Archival image enhancement/restoration services

- Bound book image restoration
 - ⇒ Recovery of faded text and image attributes
- State-of-the-art Photostat image restoration
 - ⇒ Intelligent software image analysis resulting in all black text on white background
 - ⇒ Removal of smudges, wrinkles, stains caused by photographic development processes
 - ⇒ Recovery of faded text and image attributes
 - ⇒ Other optional services such as scanner line removal, de-skewing, de-speckling, round/square hole removal, border reversal/removal, automatic cropping, line removal available
- Images delivered in any image format required (common types are JPG, TIF, PDF)

Image / data processing services

- Index report—provided with all jobs, missing pages identified will be noted; includes placing missing pages when found
- Indexing of images by basic book/page, complete property record/court case or other information
- Conversion of proprietary format images (File Magic, Application Extender, Laser Fiche, Canon)
- Data/image output to software vendor specified formats
- All indexing and imaging services are done inside the U.S.

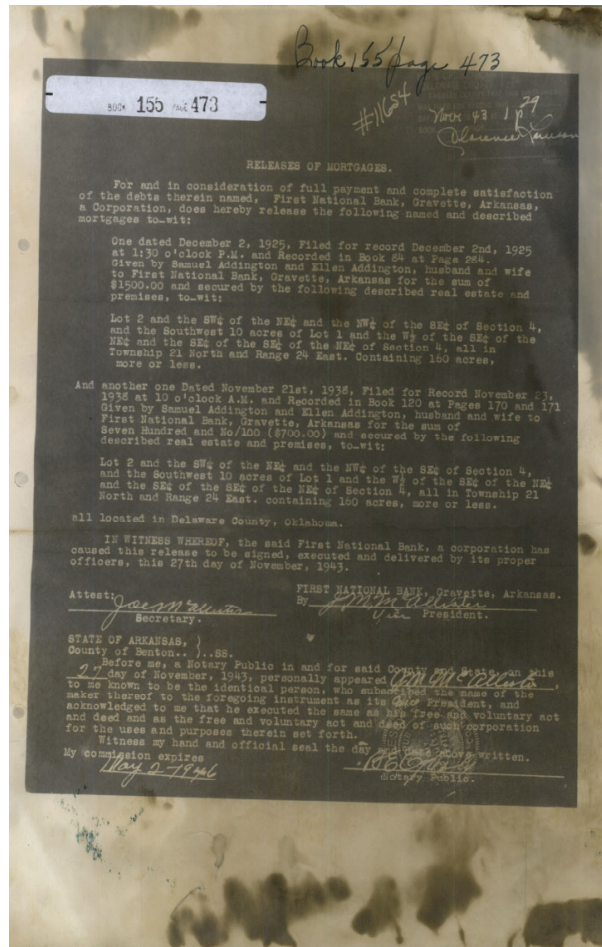
Other services

- Large volume book recreation from digital images to 100% linen archival record paper
- Computer Output Microfilm (500 year shelf life)

Photostats—Disappearing Documents

Photostats were originally created using a photographic process with developing and fixing chemicals, similar to developing black/white photographs. These documents have issues that are unlike other documents retained in many county offices. The following list details some of those differences:

- Inconsistencies in the development chemicals and incomplete development cause the “staining” that appears on many of these pages.
- After years of use Photostats fade, similar to what is seen on black and white photographs. Exposure to light increases the speed of this deterioration.
- Fine or light details on originals, such as signatures or recording stamps will fade from Photostats before the darker text.
- Exposure from the facing Photostat page will often cause an overlay of a mirror image from that document, appearing as “bleed-through”.
- Offices frequently placed labels or recording strips on these documents, with dark text on white background. Another common practice shown on this example is dark text hand writing, sometimes even on top of the dark background.
- These documents frequently have oversize margins that can be removed without loss of data.
- If exposed to moisture, these pages will often stick together.
- Another on-going problem with Photostat documents is the increased cost for creating copies of these documents—because of the black background, a copy of a Photostat may use up to 20 times more printer toner than a restored document.



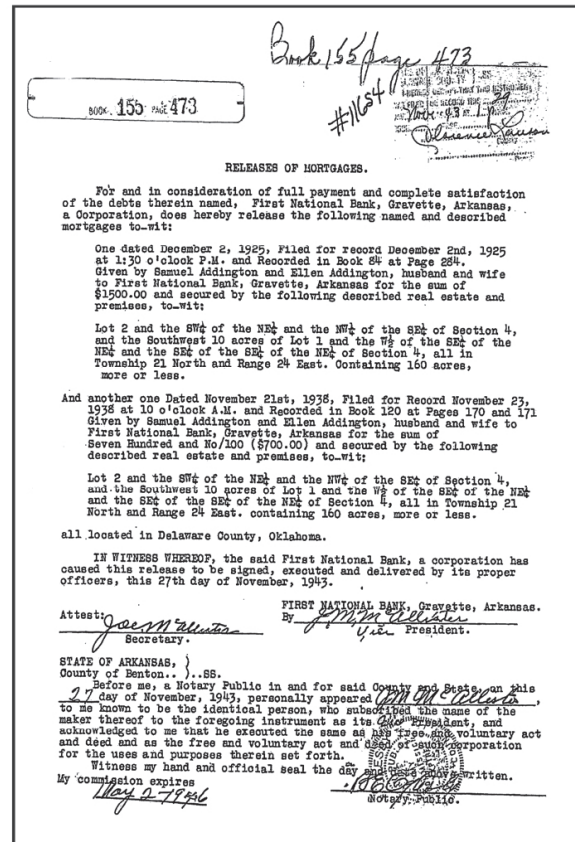
Digital Restoration

The bi-tonal (black and white) image shown has been restored by an automated software process that produces black text on a white background from all text objects in the original Photostat. In addition, each image is reviewed by a trained image technician who can make manual final adjustments to the image to produce a digital restoration that is superior to the original in many ways:

- “Staining” is automatically removed and background is converted to solid white.
- All text is converted to black, regardless of whether original was light or dark.
- If possible, images are automatically de-skewed (rotated slightly to be straight on the page).
- Automated “safe” cropping is done on each image.
- Round or square binding holes are automatically removed from the image.

In addition to the automated processing to restore these documents, a 100% quality review by a trained image technician adds the following benefit:

- Regions that are faint or faded can be selected manually and converted more aggressively to make the data more legible (notice the recording stamp in the upper right corner).
- Originals that were created with equipment that was slightly out of focus can often be “sharpened” to make the text more legible.
- Regions of images with important information are given extra scrutiny and effort to make the text as legible as possible (book & page, instrument numbers, recording stamps, names, signatures and legal descriptions)
- Every image is reviewed and reconverted if a better result can be acquired with different restoration settings.
- Optionally, each image can be manually cropped to reclaim unused border.



Loose Page Record Book Scanning



One of our specialties is high-speed scanning loose page record books on-site at municipal and county offices.

That's right—ON-SITE! Our scanning teams are available for travel anywhere in the continental United States.

Our scanning processes are designed to produce the best possible image, even from faded or poor quality

original documents.

Because archival quality record books are typically heavier weight paper, we have determined that different equipment and processes are required to scan these documents without damaging them. We avoid using scanners that move the pages through a paper path that bends the pages, as that causes frequent jams and damages the pages.

- All scanning is done in color or greyscale to capture all the information on the original documents.
- Automated processing is done in our imaging lab to convert to destination file type, automatically crop, de-skew, de-speckle or remove holes as your job requires.
- Typically, images will be delivered as compressed bi-tonal Group IV TIF images (very small storage, fast viewing) or any other common format (the original, unprocessed images can also be provided).
- Page sizes up to 12" wide and any length can be scanned.
- Only scanners using a straight through paper path, resulting in fewer mis-feeds due to heavy paper weight, are used.

- Pages with addendums/overlaid notes will be scanned both with and without the addendum.
- All record books with numbered pages will be indexed by page number to assure that all pages are present. Missing pages will be acquired if available and added to the job in the correct format. If missing pages are not available, they will be noted on the Job Index Report. Indexing by page number also makes it possible for any job to have images with correct page number names.

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For: **Sample**
County: _____
City: _____
State: **Arkansas**
Date: _____

Job Description: This is a Index of your records. Any notes for the job would go here.

Total Image Count:	5,970
Photostat Count:	1,920
Small:	2,250
Loose Leaf Format:	0
Bound/Large Format:	1,800

Book Number/Name	Roll #	Letter & Size	Title	# of Images	Photos (Y or N)	Notes	Bound / Lg Format (Y or N)
A	1	N	Mortgage	600	N	Pages 3-4 are missing from original	Y
B	1	N	Mortgage	600	N	Pages 475 - End are blanks	Y
C	1	N	Mortgage	600	N		Y
1	45	N	Deed	640	Y	Pages 475 missing from original	N
2	45	N	Deed	640	Y		N
3	46	N	Deed	640	Y		N
22	67	Y	Release & Assignment	750	N	There are 2 R&A volumes named 22 this is the bound volume.	N
22	67	Y	Release & Assignment	750	N		N
23	67	Y	Release & Assignment	750	N		N

Annotations:

- This is the Name or Number of the book.
- This is the Type or Title of the book.
- This will tell you if the book is a photostat book or not. (Photostats are the black pages with the white lettering.)
- This will tell you if the size of the book is over 8 1/2 x 14.
- Any missing pages, blank pages, or notes about the book will be inserted in this column.
- This will tell you if the book is a bound volume or not. (Pages cannot be removed from bound books.)
- This is the microfilm roll number. If you want your records preserved on microfilm we can burn it for you. The roll numbers can be cross-referenced with the book in this index. We can start burning the microfilm at any roll number you wish if you already have microfilm.
- This will be the exact numbers of images that were scanned in this book. A proposal will typically be an estimated number of pages. This will reflect the actual number of images in your book after we have scanned it.

Page 1

Job Index Report

Many other image processing options are available, for example:

- ⇒ Photostat restoration
- ⇒ Round or square binding hole removal
- ⇒ OCR (Optical Character Recognition)
- ⇒ Removal of blank pages
- ⇒ Manual cropping to get the largest possible image
- ⇒ 100% manual quality control review
- ⇒ Indexing by instrument number
- ⇒ Rotation of images to proper orientation

Bound Book Scanning

Bound books present unique challenges for scanning. Our scanning process is non-destructive and produces superior images even from faded or poor originals. Page curvature is minimized while protecting the spine of the book by maintaining the book in a “V” shaped cradle while scanning.

- Bound books scanning is done on-site at high resolution (300-400 dpi) to color/greyscale images
- Books are opened to 135 degrees during the scanning process—this allows pages to lay flat without damaging the spine and get all data when there is writing near the center of the page
- Pages are scanned with considerable over-scan and cropped back to the original page size
- Conversion processes are utilized that produce black text/lines from all colored image artifacts
- A combination of manual and automated processing is done in our imaging lab to convert to destination file type, crop, and enhance faint images as your job requires
- Pages with addendums/overlaid notes will be scanned both with and without the addendum
- All record books with numbered pages will be indexed by page number to assure that all pages are present—missing pages will be acquired if available or noted on the Job Index Report if not
- Folio pages (where right page is continuation of left page) can be “stitched” to produce a single page
- Special processes are available for laminated pages that prevent “bright spots” in the final images

The notes herein described having been paid with the sum of \$2670.00
debts paid released and discharged, this 7th day of Nov. 1911.
J.W. Allen
Notary Public
State of Arkansas

J.W. Allen + Wife,
LaFite F. Bialechki. Warrantly Deed
Know all men by these presents; That we, J.W. Allen
and Bertie F. Allen, his wife, for and in consideration of the sum of
Twenty six hundred and forty (\$2640.00) Dollars, paid and to
paid by LaFite F. Bialechki as follows, to-wit: Thirteen hun-
dred and Twenty # dollars cash in hand (the receipt of which
is hereby acknowledged), and Two promissory notes (seven
date herewith for the sum of \$600.00 each, due on or before
one and two years after date respectively (interest payable
annually) bearing interest from date until paid, at the
rate of six per cent per annum, do hereby grant, bargain and sell
unto the said LaFite F. Bialechki and unto his heirs and assigns
forever the following lands lying in the County of Arkansas
and State of Arkansas, to-wit: The southeast quarter 8 1/4 of
Section Thirty six (36) West, and the North half (N 1/2)
of Section One (1) West, containing 240 acres, according to
government survey, to have and to hold the same unto the said
Bialechki and unto his heirs and assigns forever, with all appur-
tenances thereto belonging.

And we hereby covenant with the said LaFite Bialechki
that we will forever warrant and defend the title to said lands
against all claims whatever, and that said lands are free
from all liens and incumbrances. It being herein expressly
understood that a lien is hereby retained upon said lot or
parcel of land to secure the payment of residue of the purchase
money hereinbefore mentioned.

The notes herein described having been paid with the sum of \$2670.00
debts paid released and discharged, this 7th day of Nov. 1911.
J.W. Allen
Notary Public
State of Arkansas

J.W. Allen + Wife,
LaFite F. Bialechki. Warrantly Deed
Know all men by these presents; That we, J.W. Allen
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date herewith for the sum of \$600.00 each, due on or before
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annually) bearing interest from date until paid, at the
rate of six per cent per annum, do hereby grant, bargain and sell
unto the said LaFite F. Bialechki and unto his heirs and assigns
forever the following lands lying in the County of Arkansas
and State of Arkansas, to-wit: The southeast quarter 8 1/4 of
Section Thirty six (36) in Township Five (5) South Range Three
(3) West, and the North half (N 1/2) of the North east quarter (N E 1/4)
of Section One (1) in Township Six (6) South Range Three (3)
West, containing 240 acres, according to government survey.

To have and to hold the same unto the said LaFite F. Bialechki
and unto his heirs and assigns forever, with all appur-
tenances thereto belonging.

And we hereby covenant with the said LaFite Bialechki
that we will forever warrant and defend the title to said lands
against all claims whatever, and that said lands are free
from all liens and incumbrances. It being herein expressly
understood that a lien is hereby retained upon said lot or
parcel of land to secure the payment of residue of the purchase
money hereinbefore mentioned.

And I Bertie F. Allen, wife of the J.W. Allen, for and
in consideration of the said sum of money, do hereby release
and relinquish unto the said LaFite F. Bialechki all my
rights of dower and homestead in and to the said lands.
Witness our hands and seals on this 14th day of Nov. 1911.
J.W. Allen, (L.S.)
Bertie F. Allen, (L.S.)
Acknowledgment.
State of Arkansas, ss.
County of Arkansas. Be it remembered, That on
this day came before me, the undersigned, a Notary Public

Wide Format Loose Page Scanning

Loose page documents larger than 12" up to 36" wide are scanned using special wide format equipment. Both single and double sided documents up to approximately 1/8" thick can be scanned. Many originals have mixed colors, Photostat regions or are faint with poor quality. Special software processing is used to restore data and produce an image that is often superior to the original.

- Wide format scanning is done on-site to produce high resolution color/greyscale JPG images
- Conversion processes are utilized that produce black text/lines from all colored image artifacts
- Typically, images will be delivered as compressed bi-tonal Group IV TIF images (very small storage, fast viewing) or any other common format (the original, unprocessed images can also be provided)
- A combination of manual and automated processing is done in our imaging lab to convert to destination file type, crop, and enhance faint images as your job requires
- Pages with addendums/overlaid notes will be scanned both with and without the addendum
- Large loose leaf books with duplex pages (double sided) can be scanned efficiently by utilizing duplex wide format scanners
- Image enhancement is available to remove unwanted image artifacts such as speckles, lines, images of taped regions, tears
- Images such as Maps and Engineering drawings can be indexed by name
- Documents stored in plat cabinet sleeves will be removed from the sleeves to produce the best possible scans—documents can be placed in new sleeves as part of the project
- Special processes are available for laminated pages that prevent "bright spots" in the final images

Indexing Services

Most document images have little value without some method of identifying the image. Nearly all of the document imaging services provided by our company involves some amount of indexing to properly identify the images and allow for rapid retrieval , either from the computer file system or from a software vendor's computer system.

As offices have embraced computer technology, document images have become a standard component of the software systems in use in those offices. While the day to day work in those offices allow the office staff to easily add the document images for their on-going work, scanning and indexing the documents that pre-date computerization into these systems can be a daunting task. Our image service options include indexing for any type of records.

We have found over the years of providing indexing services that the quality of indexing provided by native English speaking staff is superior to any off-shore indexing services we have evaluated. As a result, we utilize only local staff for all our indexing services.

Examples of some of the indexing services we have provided to other government agencies are listed below:

- Index by book name and page number. This type of indexing is always recommended for books/documents that have sequential numbers such as County Deed Record Books. Indexing by page allows us to locate any suffixed pages, duplicate pages, missing pages and pages out of order.
- Index by court case type, case year, case number; for example, CV-1994-00236 or TX-2002-03-0972. Additional features such as checking for missing numbers, converting 2 digit years to 4 digits and adding suffixes for duplicate cases are standard components of court case indexing.

- Index by name(s). Court cases, real estate property transactions and jail records are all examples of documents that require name indexing. Names can be indexed into separate fields for Last, First and Middle or in a single field. A component of name indexing is to check for consistency such as comma after last name, single space after comma and standardization of name suffixes (JR, SR, I, II, etc.).
- Index by document type and document date. Frequently, documents such as court cases or real estate property transactions need to be indexed by document/instrument type. Typically, we would work with your office to have a list of valid document types and limit indexing to those values only.
- Index by legal description. Real estate transactions frequently require indexing by legal description which can be very difficult and tedious. With our years of experience working with property legal descriptions used in several states, we have developed strategies that allow us to index these records with a very high rate of accuracy and completion.
- Index by box/folder.
- Index by drawing/map name.

A vital component of any indexing agency is having the ability to export data in very specific formats that will enable software vendors to quickly and accurately import the data and images that a service bureau creates. Our staff has a wide range of experience with data conversion processes. We have worked with dozens of software systems to provide export/import files for data and images.

All indexing processes are coupled with quality control process that are designed to catch indexing errors early in the process, often at the point of data entry. Our customers return to our services time and time again because they know that the results we deliver are high quality and because we stand behind our work.

Book Preservation Services

Scott Merriman, Inc. are experts in helping you preserve records of any kind for future generations. Record deterioration is a battle that any county officials faces. Over time handling, acid, light, moisture, and temperature all play a role in the degradation of records. You may notice this with the loosening of the binding, pages separating from the records, or discoloration and brittleness of the pages. We can assist you in preserving records for future generations.

De-acidification

- Stops acid deterioration caused by chemical breakdown of ink, glue, paper, and other acidic materials.
- Prevents yellowing of the records.
- Helps prevent brittleness of pages.



Disassembly and cleaning of record pages

- Pages are separated from binding.
- Artifacts such as non archival tape, metal fasteners and animal hide used in the binding of older records are removed from page.
- Dust and debris are removed from paper.
- Smaller volumes can be combined into a single volume to preserve office and shelf space.
- Blank pages can be removed for additional cost, and space saving.
- Any pages missing at the time of preservation will be cataloged and referenced in a spread sheet that will be delivered back to you.
- A coversheet with missing pages notated will be inserted into the place of any missing pages.
- Records are then placed in premium polyester sleeves and acid free binders.

Rebinding Record Volumes

- New acid free binders are used for all projects.
- Customize color, lettering, and style of binders to match pre-existing binders.
- Binders allowing critical airflow to documents to prevent moisture build up causing mold and deterioration are used.
- Encapsulations protect against UV light that caused deterioration of the records.

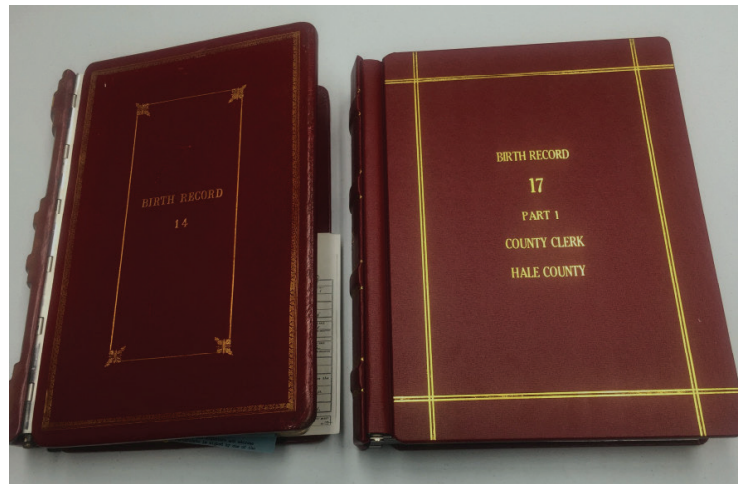


Encapsulation of Records

- Records are placed in acid free sleeves made from material approved by the library of congress for archival purposes.
- Sleeves are punched for binding to prevent possible data loss from punching additional holes in pages.

On-site or off-site Record Preservation

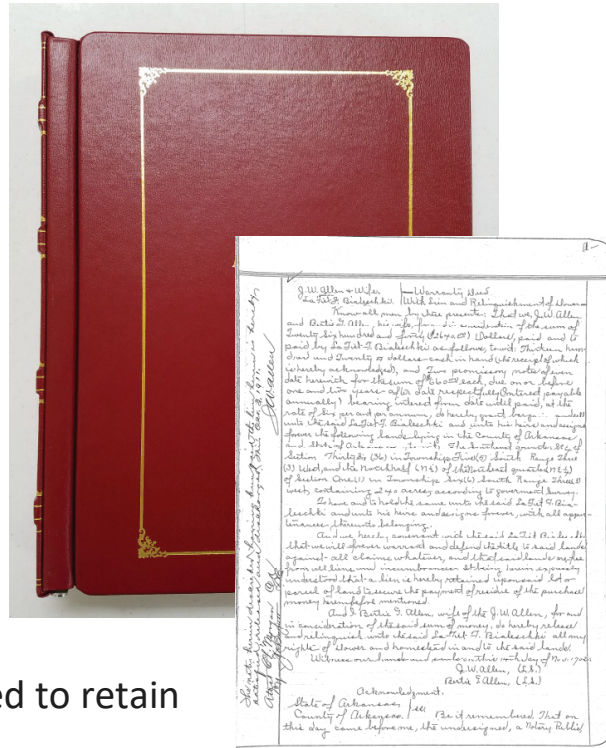
- Boxing and transportation is provided for books and records to be processed off-site at our record preservation lab in Duncan, OK.
- On-site preservation available to keep your books at your office location. Preservation on-site services including de-acidification, disassembly and cleaning, and rebinding provided from our mobile preservation lab.



Other Services

Archival Book Recreation

Many of our customers have utilized our recreation services to produce replacement books when the originals are in poor condition. All book recreations utilize laser printing on 100% Linen Record archival quality paper.



- Laser printing on acid free archival paper
- Books recreated from images scanned by any of our processes
- Images are cropped and resized to retain the original aspect ratio
- 12" x 18" original books reduce to legal size are more legible than the originals
- Pages can be printed so that binding edges can be along the long or short edge of the book
- Images are shifted to provide adequate page margins along the binding edge while making the reproduced image as large as possible on the printed page
- Recommended page sizes include letter (8.5 x 11), legal (8.5 x 14) and ledger (11 x 17)
- Special page sizes are available on request
- Industry standard archival binders with spine and book cover are standard for all books, each with custom labeling and internal section dividers

Microfilm Scanning

- Scan images from 16mm or 35mm microfilm/microfiche and aperture cards
- Scanning done at high resolution using the latest technology
- Automated processing available to convert to destination file type, automatically crop, de-skew, de-speckle or remove holes as your job requires
- Typically, images will be delivered as compressed bi-tonal Group IV TIF images (very small storage, fast viewing) or any other common format (the original, unprocessed images can also be provided)
- All record books with numbered pages will be indexed by page number to assure that all pages are present—missing pages will be acquired if available or noted on the Job Index Report if not
- Photostat restoration may be possible from microfilm images if original pages are not available

COM (Computer Output Microfilm) Creation Services

Many government agencies continue to produce microfilm archives of official documents for additional disaster recovery assurance. Scott Merriman, Inc. is a Fuji certified film lab, producing archival film with a 500 year shelf life.

- All film is produced using a Computer Optical Microfilming process to produce very consistent, high quality microfilm
- Current microfilm processes produce film rated at 500 year storage life when stored under optimal conditions
- Larger images (maps, drawings) can be split into smaller pages for storage on 16mm film or in whole on 35mm film




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We would be delighted to serve you on your next document imaging project.

Our staff is very proud of the work quality and service we provide for our customers across the state of Texas. We would be happy to provide you with dozens of references from happy clients.

Give us a call or email us with some of the details about your imaging project and we will contact you.

 Toll-Free 800-648-7022  scott-merriman@sbcglobal.net  www.scott-merriman.com

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