

RESOLUTION NO. 1631

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH CLACKAMAS COUNTY FOR MICROFILMING SERVICES.

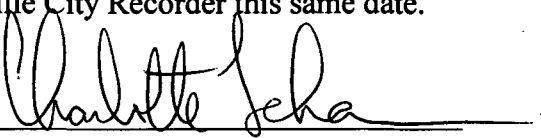
WHEREAS, the City of Wilsonville and Clackamas County are desirous of initiating a relationship between the City and Clackamas County Records for microfilming services; and

WHEREAS, it is necessary for the City and Clackamas County to execute and enter into an Intergovernmental Agreement in order to implement this relationship;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:


1. The City Manager of the City of Wilsonville is hereby authorized to execute on behalf of the City of Wilsonville an intergovernmental agreement with Clackamas County concerning the provision of microfilming services to the City. A copy of the Intergovernmental Agreement is attached hereto as Exhibit A and incorporated herein by reference.

ADOPTED, by the City Council of the City of Wilsonville at a regular meeting thereof this 17th day of April, 2000, and filed with the Wilsonville City Recorder this same date.



CHARLOTTE LEHAN, MAYOR

ATTEST:



Sandra C. King, CMC, City Recorder

Summary of Votes:

Mayor Lehan	Yes
Councilor Helser	Yes
Councilor Barton	Yes
Councilor Kirk	Yes
Councilor Holt	Yes

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF WILSONVILLE**

And

**CLACKAMAS COUNTY
FOR MICROFILMING SERVICES**

This contract made and entered into this 17th day of April, 2000, by and between Clackamas County, hereinafter called "County", and the City of Wilsonville, hereinafter called "City", a municipal corporation of the State of Oregon.

The parties hereto mutually covenant and agree to and with each other as follows:

Section 1. SCOPE OF WORK

The County shall perform the duties as outlined in Attachment A, a copy of which is attached hereto and made a part of this contract by this reference. Any conflict between the terms of the proposal and this contract shall be resolved in favor of the terms of this contract.

Section 2. DURATION OF CONTRACT

The contract shall remain in force and effect from the date set forth above until June 30, 2001.

Section 3. PAYMENT

Microfilming costs are in accordance with the estimates provided in Attachment C. Actual costs will be determined and paid following microfilming; costs listed are estimates, not to exceed the budget limitations specified in Attachment B.

The film will be inspected by the City for acceptance before payment is rendered. Once the film has been accepted, payment will be rendered promptly. County will refilm any corrections necessary at no extra expense to City.

Section 4. CONTRACT DOCUMENTS

The contract documents consist of this contract as well as:

- | | |
|--------------|--|
| Attachment A | Scope of Work and Proposal
Oregon Administrative Rules, Archives Division
Microfilming (166-25-005 – 166-25-020) |
| Attachment B | Microfilming requirements and budget |
| Attachment C | Estimates for microfilming provided by Clackamas County |

AGREED:

CLACKAMAS COUNTY

John Kaufman, County Clerk

Kris Seufert
Records and Information Manager

APPROVED AS TO FORM:

Clackamas County Legal Counsel

CITY OF WILSONVILLE



Arlene Loble, City Manager



Sandra C. King, City Recorder



Michael E. Kohlhoff, City Attorney

ATTACHMENT 'A'

SCOPE OF WORK AND PROPOSAL

This agreement is for microfilming services as described in OAR 166-25-005.

The City of Wilsonville will prepare documents for filming.

Clackamas County will film the documents as described in the specifications attached as part of Attachment B. Clackamas County will check the microfilm image-by-image for comparison between images filmed and paper documents. The County will pick up boxes of documents to be microfilmed at no charge to the City. Upon completion of filming the microfilm will be delivered to the City at no charge to the City. The security copy of microfilm will be delivered to the City of Wilsonville with the diazo duplicates.

- All microfilming shall comply with ORS 192.070, 357.825(2), and 357.895, which contain the rules for microfilming permanent and long-term public records.
- The City will prepare records for microfilming.
- The original paper documents of many records with a permanent retention period cannot be destroyed. These original paper documents to be returned to the City will in boxes adequately marked by the City. These original documents must be returned to the City in the same condition they were received by the County, within the same file folders, and same order.
- The County may destroy the paper records once the City Recorder has approved the finished microfilm for completeness and quality; however, the City Recorder shall approve the destruction of these records prior to their destruction. The County shall provide to the City Recorder a Certificate of Destruction listing the record series destroyed, date destroyed, and by what method.
- The turn around time cannot be longer than 21 working days.
- Letter sized documents (8 1/5" x 11") will be filmed on 16mm silver halide film and jacketed.
- Each sheet of fiche, whether 16mm or 35 mm, will contain a title format as specified by the department.
- Each sheet of fiche, whether 16mm or 35 mm, will contain consecutive page numbers, "Page ___ of ___".
- Oversized documents, blueprints, and renderings will be filmed on 35mm silver halide film and jacketed and titled as specified by the originating department.
- One diazo copy will be made from the silver halide film.
- The County will check the microfilm image-by-image for comparison between images filmed and paper documents.
- Should a file need to be retrieved prior to being filmed, the file will be picked up from the County by the City.
- The County shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost to the City.

Records will be filmed on an as-needed basis. When budget limits are reached, no more records will be filmed until the next budget year.

Technical Specifications for First-Generation 16mm and 35mm Silver-Gelatin Source Document Film for Permanent and Long-term Oregon Public Records. 166-25-015

(1) **Microfilm Specifications:** All security microfilm for long-term or permanent records shall be 16mm, 35mm or 105 mm negative non-perforated silver gelatin type on a polyester base, as described in *ANSI IT9.1-1989, Imaging Media (film)--Silver Gelatin Type--Specifications for Stability*. The reel shall be at least 0.13 mm thick.

(2) **Reels:** Processed film shall be on storage reels which are chemically inert, in compliance with *ANSI IT9.2-1991; For Imaging Media - Photographic Processed Films, Plates, and Papers—Filing Enclosures and Storage Containers*, are sturdy, and have dimensions which conform to ANSI/AIIM MS 34-1990; Dimensions for Reels Used for 16mm and 35mm Microfilm. The film shall be stored with the start target at the outer end in accordance with *ANSI / AIIM MS23-1991, Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents*.

(3) **Restrainers:** Only acid-free, button tie paper bands in compliance with *ANSI IT9.2-1991; For Imaging Media – Photographic Processed Films, Plates and Papers – Filing Enclosures and Storage Containers* shall be acceptable to restrain film on its reel.

(4) **Enclosures:** Film enclosures (containers) shall be inert black plastic.

(5) **Quality Control Inspection:** Inspection and quality control data shall be recorded at the time the film is processed. A film inspection form is available from the Archives Division. First generation (camera) film shall be inspected frame-by-frame for visible defects and missing documents. Inspection may be performed on a light table using an eye loupe for the frame-by-frame inspection and under a microscope for the inspection of resolution. The inspector shall wear clean, white, lint free cotton gloves when handling the film. All inspection shall be performed in accordance with *ANSI/AIIM MS 23-1991; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microfilm of Documents*, Section 8. Security copies of film shall be free from scratches, gouges, blemishes, dust, dirt, or fingerprints.

(6) **Residual Thiosulfate:** All film shall meet the requirements for residual thiosulphate ion concentration as specified in *ANSI IT9.1-1989, For Imaging Media (Film) – Silver-gelatin type Specifications for Stability*, Section 6.4. The maximum allowable ion concentration is .014 grams per square meter. Testing for residual thiosulphate ion concentration shall be done by using the Methylene Blue method in accordance with *ANSI/ASC PH4.8-1985, For Photography (Chemicals) – Residual Thiosuphate and Other Chemicals in Films, Plates and Papers – Determination and Measurement*, Section 5. This test shall be conducted within two weeks of film processing and may be performed at the processing site or by an independent laboratory. All test results shall be documented and provided to the City.

(7) **Target Density:** The aim point density shall be $1.00 \pm .10$. the acceptable density range on targets shall be .80-1.25. There shall not be more than a .20 density shift on targets in a single roll. Any roll which falls outside the acceptable .80-1.25 density range on targets shall be re-filmed. Density variation shall not be greater than .15 across a target. The plain white pages or acceptable density target photographed at the beginning and end of each roll of film shall be used as the primary density measurement targets.

(8) **Reduction Ratio:** The reduction ratio used shall approximately fill the image area across the width of the film as seen on the camera's projected image area; the ratio shall not be less than 8:1. All edges of the document shall be visible in the image area. (See ANSI/AIIM MS 23-11991; Practice for Operational Procedures/Inspection and Quality Control of First-Generation silver-Gelatin Microfilm of Documents, Section 3.6). Reduction ratio changes within the same record series shall be avoided. If they are necessary, however, the change in ratio shall be identified by an informational target filmed immediately before each change.

(9) **Resolution:** Each roll of first-generation film shall be evaluated for resolution by viewing the standard ISO Resolution test chart (see OAR 166-25-020 on Targets and Certifications) at 100X magnification. The smallest distinguishable test pattern must correspond to the correct reduction ratio as seen in Figure 1:

Figure 1

Reduction Ratio	Smallest ISO Test Chart Pattern Read	Resolving Power (Lines per Millimeter)
8:1	10.0	80
12:1	9.0	108
15:1	7.1	106
16:1	7.1	114
17:1	6.3	107
20:1	5.6	112
21.2:1	5.6	119
24:1	5.0	120
28:1	4.5	126
30:1	4.5	135
33.9:1	4.0	136
36:1	4.0	144
42.4:1	3.2	136
48:1	2.8	134

(10) Splicing: There shall be no more than six splices on security copies of film. Retakes shall include at least two pages preceding and following the pages to be refilmed. There shall be no splices between the technical target and the text. All splices shall conform to *ANSI/AIIM MS18-1992, Splices for Imaged Film-Dimensions and Operational Constraints*.

(11) Targets and Certification: All microfilm shall conform to the standards for targets and certifications set forth below.

V. Targets and Certifications. 166-25-020

The following informational and technical targeting and certification shall be included in all public records on roll microfilm. All targets are available from the Archives Division.

(1) At the beginning of each roll there shall appear:

- (a) a minimum of twenty-four (24) linear inches of processed film;
- (b) followed immediately by three exposures of clean, blank white paper or the density target,
- (c) followed by a planetary camera or rotary camera technical target of the type specified by the American National Standards Institute and the Association for Information and Image Management (hereinafter ANSI/AIIM) in standards *ANSI/AIIM MS23-1991; Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver Gelatin Microform of Documents* for the laboratory measurement of resolution and reduction ratio;
- (d) followed immediately by a "Start" target;
- (e) followed by a target indicating roll number;
- (f) followed immediately by a title sheet containing name of agency creating the records, series title of the records, starting identification (first records number, etc.) and reduction ratio. All missing documents or records shall be so identified with an appropriate target.

(2) At the end of each roll there shall appear:

- (a) a target sheet including series title of the records filmed, ending identification (last record number, etc.);
- (b) a Certificate of Legality and Authenticity, including the name and signature of the camera operator;
- (c) followed by a target indicating roll number;
- (d) followed by an "End of Reel" target;
- (e) followed by three exposures of clean, blank white paper or the density target;
- (f) followed by twenty-four (24) inches of exposed and processed blank film.

(3) See the Archives Division Micrographs manual for instruction on use of these and other informational targets.

ATTACHMENT 'B'

MICROFILMING REQUIREMENTS AND BUDGETS

Department	Requirements	Account #	Budget
City Recorder	16mm silver original 16 mm diazo jacketed fiche 35mm silver original 35mm diazo jacketed fiche	110-41310-2267	\$20,000

All bills to go through the office of the City Recorder.

Records will be filmed on an as-needed basis. When budget limits are reached, no more records will be filmed until the next budget year.

Prices are to be determined from the estimated costs provided by the Clackamas County Records Manager in Attachment C.

ATTACHMENT 'C'

CLACKAMAS COUNTY ESTIMATED COSTS

35mm Silver Roll:	\$209.81/roll
16mm Silver Roll:	\$97.85/roll
Jacketing (all formats)	\$1.40/jacket
Image-by-image inspection:	\$35.00/hour
35mm Diazo duplicate:	\$4.14/roll
16mm Diazo duplicate:	\$4.14/roll