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## Electronic Document Management Proposal

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Revised  
July 28, 2010

Prepared for:

Hidalgo County  
Yvonne Ramon  
Elections Administrator



By:  
Access Imaging Solutions, LLC  
David E. Carney, CDIA+

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TXMAS-9-36010

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## Chain of Custody

1. Access Imaging Solutions (AIS) will pickup the documents to be converted in the order they are filed and a manifest if available and return them to AIS's facility located at 4224 Centergate St., San Antonio, TX. AIS and Hidalgo County will establish a delivery schedule conducive to AIS's 180 day conversion goal.
2. AIS will store the documents in our store room (*according to AIS security standard*) until ready for processing.
3. AIS personnel will prepare the documents for scanning, once scanned the documents will be boxed in record storage boxes by scanned batches. *If HIDALGO COUNTY will provide AIS with a data file containing the certificate number for the documents being converted AIS can perform additional QA/QC to verify accuracy of certificate numbers as well as providing reports of missing documents. The QA/QC process (Quality Assurance/Quality Control) will be verifying the correct certificate numbers are matched to the correct scanned voter application from your system as well as create a list to compare, what is on file and what is actually filed.*
4. AIS will then index the documents per record series specifications.
5. AIS will provide HIDALGO COUNTY with a database and manifest for each completed box of documents.
6. AIS will deliver the completed boxes of documents to HIDALGO COUNTY or a HIDALGO COUNTY designated document storage facility along with a box manifest.
7. AIS will deliver the finished product via CD or DVD to HIDALGO COUNTY designated personnel.

**CONVERSION PRICING**

<b>Conversion Cost with AIS prepping the files:</b>	Price includes prepping, scanning, indexing, QC (Quality Control), and output to TIF	Unit	Total
Scanning 8.5 x 11 @ 200dpi > 500,000	1,300,820 images (overages will be charged the same unit price)	\$0.0445 per image	\$57,886.49
Image Processing and Conversion Services for Signature Clipping (image of signature extracted from the most recent voters application)	80 hours to capture 305,000 signatures (overages will be charged the same unit price)	\$100.75 per hour	\$8,060.00
	Total Conversion		<hr/> \$65,946.49

## References

Brazos County Kristeen Roe	979-361-4470
Hutchinson County Mary Henderson	806-273-0100
Bexar County Jacquelyn F. Callanen, CERA Elections Administrator	210-335-0362
Brazoria County Jennifer McCabe Information Systems	979-864-1786
Ellis County Jane Anderson	972-923-5195
McLennan County Kathy E. Van Wolfe	254-757-5043
Smith County Karen Chaney	903-590-4774
Kaufman County Jeanelle Bolton	972-932-4331