

Proposal to:

**Document Indexing and Redaction of Official Records**

Presented to:

**Storey County Recorder  
26 S. B Street  
Virginia City, NV 89440**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607  
[www.us-imaging.com](http://www.us-imaging.com)**

Eric Nejedly  
Western Account Manager  
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(303) 319-9457

June 6, 2023



June 6 2023

Dru McPherson  
Storey County Recorder  
26 S. B Street  
Virginia City, NV 89440

US Imaging, Inc. is pleased to present this proposal to provide **Document Indexing and Redaction of Official Records** for Storey County. Our team will provide Storey County with an unparalleled combination of county expertise, proven processes, and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 47 years and have successfully served over 974 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **County Focus** – US Imaging is the only scanning vendor in America that serves Counties exclusively. We have successfully scanned & indexed records for every County Department.
- **Backup** – US Imaging stores a backup of all images to provide duplicating, reformatting and enhancement services on demand or en mass at any time in the future.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (303) 319-9457 or e-mail [enejedly@us-imaging.com](mailto:enejedly@us-imaging.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Nejedly", written in a cursive style.

Eric Nejedly  
Western Account Manager  
US Imaging, Inc.

### **Storey County Requirements:**

- **Import** – County will work with their system vendor, **Tyler Technologies**, to import images/indexes into the system.
- **VPN Access or User Option** – County will provide access to the Tyler *Eagle* system via a Virtual Private Network (VPN) connection or User logins to the County's Cloud based option. Either option will allow US Imaging access 24 hours per day, 7 days per week. A VPN will not be required.
- **Pilot** - County will review and approve the index accuracy of the pilot prior to US Imaging beginning full production of the project.

### **US Imaging Requirements:**

#### **Document Indexing**

- **Double Pass Index and Verify** – US Imaging's indexing specialists will remotely log into the County's Index and Verification queues, select a number of instruments (**beginning with the newest documents first**), and process these instruments per the agreed-upon indexing rules.

#### **Fields to be Indexed:**

- 1) Book-Page Number (Stage 2)
- 2) Document Number (Stage 2)
- 3) Document Date
- 4) Recorded Date
- 5) Document Type
- 6) Grantor(s)
- 7) Grantee(s)
- 8) Brief Legal Description, to include:
  - a) Subdivision
  - b) Lot
  - c) Block
  - d) Section
  - e) Township
  - f) Range
- 9) Reference Document(s)

#### **Assumptions:**

- a. US Imaging will capture all index data that is present and legible.
- b. US Imaging will capture all index data per established index rules.

#### **Exceptions:**

- a. US Imaging will flag documents with over twenty-five (25) Party Names and/or Legal Descriptions and alert the County of the adjusted per document fee.
- b. If the required indexing information is illegible or unavailable, US Imaging will log this as "Not Indexable" and deliver this information to the County as an error for review.
- c. Any changes to the scope of indexing will be handled through an amendment.
- d. US Imaging will not provide any additional indexing other than that which is stated within this Statement of Work.

## Redaction

- **Automated Redaction** – US Imaging will analyze a representative subset of historical documents to configure data capture/redaction rules specifically for Storey County's documents using a combination of Artificial Intelligence (AI) and traditional data capture techniques to achieve the highest possible capture rate. All images for the desired date range will be processed for Optical Character Recognition (OCR) and the County specific redaction rules will be applied to automatically redact the fields below or flag the document for human review. Flagged and handwritten documents will be manually reviewed for redaction. The combined accuracy of the automated redaction and manual review is a post verification rate of 98.5% or higher.

### **Fields to be Redacted:**

- 1) Social Security Number (whole number)
  - 2) Driver's License Number
  - 3) Date of Birth (except on death certs)
  - 4) Personal Phone Numbers
  - 5) Medicare Numbers
  - 6) Account Number
- **Delivery and Import** – US Imaging will format the redacted images for remote import into the County's Tyler system. The County will work with their system vendor to import images into the system.

## Project Timeline

- **Expected Start Date** – July 1, 2023
- **Expected Finish** - June 30, 2024 (if start date met)

## Unaddressed Topics

- If there are any unaddressed topics in this contract both the County and US Imaging agree to refer to the original RFP documentation to answer those questions.

**Phase 1: Estimated Investment to Redact & Full Index Official Records**

Official Record Books 1-64			=	23,902 Docs
0 Documents	@	\$1.80 Per Handwritten Document to Double Pass Index & Verify	=	\$0.00
10,616 Documents*	@	\$1.25 Per Typed Document to Double Pass Index & Verify	=	\$13,270.00
21,232 Images*	@	\$0.25 Per Image to Review & Apply Redaction	=	\$5,308.00
1 Drive	@	\$250.00 Per USB Hard Drive, Copying	=	\$250.00
1 Shipment	@	\$60.00 Per USB Hard Drive Shipment	=	<u>\$60.00</u>
<b>Total Investment</b>			=	<b><u>\$18,888.00</u></b>

\*-List of specific documents to index will come from the County.

**Phase 2: Estimated Investment to Redact & Full Index Pre-1976 Historical Records**

Doc Type	HW	Typed
Deeds	29,802	5,230
Locations	3,364	3,878
Virginia City Mining Records	8,793	
Official Bond		51
Misc		579
Power of Attorney	8,946	6,012
Lien	1,189	
Notice Book	784	
Gold Hill Mining Record	7,892	
Record	519	
Flowerly Mining Records	785	
Mining Locations	1,502	
Mortgage	4,032	1,030
Chattel Mortgages	315	160
Carson City - Records	2,189	
Plat Books	1,071	

Estimated Handwritten Documents = 71,183 Docs

Estimated Typed Documents = 16,940 Docs

71,183 Documents @	\$1.80 Per Handwritten Document to Double Pass Index & Verify	=	\$128,129.40
16,940 Documents @	\$1.25 Per Typed Document to Double Pass Index & Verify	=	\$21,175.00
23,710 Images* @	\$0.25 Per Image to Review & Apply Redaction	=	\$5,927.50
1 Drive @	\$250.00 Per USB Hard Drive, Copying	=	\$250.00
1 Shipment @	\$60.00 Per USB Hard Drive Shipment	=	<u>\$60.00</u>

**Total Investment = \$155,541.90**

\*-List of specific documents to redact will come from the County.

**ACCEPTANCE AND AUTHORIZATION:**

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Storey County images and/or indexes to any other entity except Storey County.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per item prices, terms and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

Storey County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Storey County agrees to pay US Imaging, Inc. the total amount due within 30 days from the date of invoice.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

**Accepted by:**

Dru McPherson  
Recorder  
Storey County  
26 S. B Street  
Virginia City, NV 89440

**Accepted by:**

Eric Nejedly  
Western Account Manager  
US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607

Signature: \_\_\_\_\_

Signature:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: June 6, 2023

**Please Check the Approved Phase(s):**

_____ Phase 1: Redact & Full Index Official Records	= \$18,888.00
_____ Phase 2: Redact & Full Index Pre-1976 Historical Records	= <u>\$155,541.90</u>
<b>Total Estimated Investment</b>	<b>= <u>\$174,429.90</u></b>