

**RECORDS MANAGEMENT & IMAGING SERVICES**

**Certifications:**

NAICS Codes: 518210 (Primary)  
334119, 493190, 561990, 541512, 541611  
Federal Cage Code: 3HPG6  
DUNS# 132922399  
Registered in CCR and ORCA  
Veteran Owned Small Business (Federal)  
State of WA Certified VOSB  
King County Small Contracting #584

**Memberships:**

Assoc of WA Cities- Associate  
MRSC Rosters

**Contracts and Projects:**

US Army Corp of Engineers  
US Army, Ft. Lewis  
Peace Corps  
Drug Enforcement Authority  
State of Idaho  
State of WA  
County of Clallam  
County of Clark  
County of Douglas  
County of Grays Harbor  
County of Island  
County of King  
County of Kittitas  
County of Kitsap  
County of Okanogan  
County of Pierce  
County of Skagit  
County of Yakima  
City of Ellensburg  
City of SeaTac  
City of Arlington  
City of Bainbridge Island

*Note: We have successfully completed projects for 31 of Washington's 39 counties and have done over 300 local government projects*

**Contact Information:**

USArchive & Imaging Services  
PO BOX 673  
KIRKLAND WA 98083

**Phone Numbers:**

(Local) 425- 822-5170  
(Toll free) 1-866-822-5170  
(Fax) 425- 822-5787

**Contact Owners:**

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**Ordering Information:**

For ordering details:  
Toll free: 866-822-5170 or  
Local: 425-822-5170  
(We accept all government credit cards)

**USArchive & Imaging Services, Inc.**

[www.usarchive.com](http://www.usarchive.com)

USArchive & Imaging Services, Inc. (USArchive) specializes in the conversion of government records to digital media for improved security and easier access to information. Our experience, along with a strong alliance network, allows USArchive to consult and perform in all types of document management applications. USArchive has become the *Trusted Document Management* leader in digital conversion services for local government. We have been awarded several inter-local county contracts and have performed federal projects for the US Army Corps of Engineers and US Army, Fort Lewis, Drug Enforcement Authority and Peace Corps. We also train nonprofits in document management through our *Imagine University* classes.

USArchive has served public and private organizations in document management services since 2003. We have a proven track record with all levels of government delivering required products and services *on time*, and *within budgets*. USArchive is a Veteran Owned Small Business.

**Our core services include:**

- Paper conversions to digital images and volume back file scanning
- Digitizing large format maps and drawing conversions
- Microfilm, microfiche and aperture card to digital
- Paper to microfilm
- Bound books to digital
- Historical documents converted to digital
- Data entry services
- Document management software, Cloud solutions and integration
- Document management consulting
- Contract sales



Issaquah WA Production Center



**Additional services that can be offered through USArchive:**

- Digital mail solutions through our *Digital Mail Toolbox*
- Records storage of paper and storage of backup computer tapes
- Data backup and storage
- Disaster recovery services
- Enterprise document management consulting

**Past performance:**

- Multiple government contracts for imaging and data entry services

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*Veteran Owned Small Business*

*Offering career skills and independence for disabled individuals*

**RECORDS MANAGEMENT & IMAGING SERVICES**

**(General Information)**

USArchive is the premier partner and solutions provider for state and local government. No other local organization can compare to USArchive in terms of service quality, efficiency, and speed.

We encourage you to make the comparison with other solution vendors and compare our prices and references. Give us the opportunity and we will process your records and move your government organization into a streamlined paperless processing environment. We also have a national reach through our skilled partner nonprofit organizations.

**USArchive Solutions**

- We provide state of the art **Scanning Services** which convert any range of documents, from passport size photographs up to large format size engineering drawings
- We offer complete **Web Host & Posting Solutions** which allow government agencies to place images up on a website for easy document access
- We build cutting-edge **Content Management and Image Capture Solutions** which allow clients to scan, index, store and retrieve mission critical files and information
- We have **strong Partnerships & Alliances with industry leading vendors** such as SpringCM, GRM, docSTAR, and FileNiche, and many others, providing a choice of the perfect solution for your department or agency. Choose Cloud, ASP or on-premise document management solutions.
- Our **Consulting Services** cover the full range of customer document management requirements from digital mail, document imaging, information workflow, project management, managed facility services and production room layouts
- Our **Off-Site Business Continuity/Disaster Backup**

**Features of USArchive Services**

- Ability to pick up and retrieve your documents and files on site and capture this information into industry standard PDF, TIFF and other file formats
- Color, Black & White, and Gray Scale scanning from 100-600+ dpi
- 16mm & 35mm microfilm, microfiche, and aperture card conversion support
- Stringent quality controls. Image deskew, dithering and other clean up for 100% quality assurance.
- Complete data entry and indexing support through manual data entry and OCR/ICR. Offshore data entry options are available as well
- Full document prep, disassembly, and reassembly

**USArchive Application Reminder Checklist**

• **Document Imaging Solutions**

- Paper- What types (Are there samples available?)
- Large maps & drawings
- Books (bound or loose)
- Microfilm, Microfiche, Aperture cards
- Microfilm creation from paper and digital
- CD & DVD Duplication, What other media needs?
- Data entry & Indexing
- Scanners, Systems and Server equipment needs?

• **Web Solutions- (Available Live Demos)**

- Simple repository- (ContentDirector, Eclipse)
- Document management- (DocumentMall)
- Workflow- (RapidWorkPlace)
- Secure, Password protected, Tier1 Site, DR,

• **In-House- Software Solutions**

- Repositories- (ViewCenter, docSTAR)
- Document management- (docSTAR, FileNiche)
- Workflow- (ProcessDirector)
- Collaboration- (SharePoint & Special requirements)
- Data Backup and Offsite storage- (LLIX and Infinity)

• **Records Storage (Local/National)**

- Records storage, File folders
- Computer tapes- DAT, CD, Other

• **Mailing & Printing Solutions**

- Digital Mail- (What is your vision of Digital Mail?)
- Types of Mail- Incoming, Outgoing, Inter-office
- Bills, Statements, Transactional
- E-Billings & E-Statements

• **Technical Support**

- Professional services- (RPS, TripleNet Technologies)
- Moving services, Server sales, "Everything for the data "center"

• **Consulting Services and Process Flows**

*"We have the Solutions for Government"*