

2011

**Intergovernmental Agreement
Yavapai County Records Management/Microfilm
And Town of Prescott Valley, Town Clerk's Office**

This agreement establishes terms, conditions, and cost whereby Yavapai County Records Mngmt/Microfilm Department (RM) will provide filming services for the Town of Prescott Valley (PV).

1) RESPONSIBILITIES AND EXPECTATIONS

- a) To be performed by RM:
 - (i) Convert electronic images from CD to 16mm silver halide film.
 - (ii) Develop and quality check the film according to industry standard.
 - (iii) Provide a certificate of authenticity to represent the project.
 - (iv) Return the original CDs along with the finished film.

- b) To be performed by PV:
 - (i) Will provide MF with complete digital images on CD.
 - (ii) Will exercise final right of review to ensure the finished product is to standard. This right of review must be exercised within 2 weeks of receipt of final product.
 - (iii) Will provide courier pickup service directly from Microfilm once job is complete.
 - (iv) Will provide payment for services within 1 month of completion of project.

2) PRICING

\$.0032 per image
Chemicals = \$3.18
Staff time = \$98.24

> this might change some ??

8137 ~~8047~~ images need to be filmed

$.0032 \times 8047 + 3.18 + 98.24 =$ **\$127.42***

**no duplicate copy will be made at this time*

Make check payable to: Yavapai County Government

Send check to: YC Records Management
918 Prosser Lane
Prescott AZ. 86301

Signatures

Dianne Russell, PV Town Clerk

Date

Jessica Manley-Ewald, YC Records Manager

Date