



**PROPOSAL FOR:  
DIGITAL PRESERVATION OF  
MCHENRY COUNTY COURT RECORDS  
&  
DEVELOPMENT OF  
MCHENRY COUNTY ONLINE ARCHIVE SITE**

**PRESENTED TO:  
THE HONORABLE KATHERINE KEEFE  
MCHENRY COUNTY CLERK OF THE CIRCUIT  
COURT  
MCHENRY COUNTY, IL**

**Proposal #08062025P1V2**

September 22, 2025

Prepared for:

**McHenry County**  
2200 N Seminary Ave.  
Woodstock, IL 60098

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### Project Benefits to the McHenry County Circuit Clerk:

- **Provides Protection from Loss:** Digital preservation and back-up of historical original documents provides protection from loss due to fire, water events, natural disasters.
- **Word searchable Archive:** Makes your archive word searchable for typed content.
- **Provides the ability to generate revenue:** by offering E-Commerce on-line record access and payment you have created a new revenue source when the laws allow.
- **Saves Time & Money:** Creates a fast and easily searchable collection without expensive manual data input.
- **Reduces Required Office Space:** Digitizing records reduces required office space. Paper records can be relocated to less valuable storage space.
- **Reduces Mis-Filed or Mis-Placed:** Reduces the possibilities of mis-filed or missing records within your archives.
- **Mitigates the spread of COVID-19:** Reduces and/or eliminates the need for access to your archives by the public, making a safer office environment.
- **Reduces internal IT support & costs:** Your hosted Compass Research System will be maintained in a Tier 3 Data Center which means your IT staff will not be required to maintain your site and has 99.98% Guaranteed Availability.

### Project Benefits by using ArcaSearch patented Equipment & Process's

- **ArcaSearch will perform 100% quality check on every image and related metadata.** Each page and related Metadata reviewed by two different production staff for the highest quality.
- **ArcaSearch provides a searchable database** of historical documents without additional back-indexing of documents.
- **Images are Web Optimized:** All Images will be Web Optimized for high image quality and fast retrieval.
- **Secure Records Storage:** County Documents will be stored in a Secure Tier 3 Data Site.
- **Backup Copy of all Images:** The County will receive two hard drives with copies of all records on our hosted site. The hard drives are delivered in a hard sided case for secure off-site storage.

## OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with McHenry County, MT. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Pages      471,358
- Date Range                1838 through 1992
- Page Size                  15" x 9; some as large as 14" x 17"
- Condition                  Good
- Bindery                    Bound, pinned and 35mm film \*
- Page Capture              RGB
- Page Resolution          Web Optimized PDF-A Files & JPEG image files
- OCR                         Yes, of typed text
- File Format                 Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery                    Single page and two-page spread
- Metadata                  Defined in product categories
- Work Location             Materials to be digitized at ArcaSearch

\*No testing has been done on the 35mm film. Imaging and completion of the film is contingent of the quality.

*There will be no other metadata schema understanding than what is expressly stated within this proposal.*

## **PRODUCT CATEGORIES**

### **#1 – Adoption Cross Index**

- 150 Pages
- Date range – 1900 through 1970
- Page size – 14” x 17”
- Books –1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

### **#2 – Adoption Juvenile, Children, Parents, Mar-Lic-Pet & Support Index**

- 260 Pages
- Date range – Unknown
- Page size – 14” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

### **#3 – Civil Index**

- 2,600 Pages
- Date range – 1979 through 1990
- Page size – 14” x 17”
- Books – 10
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

**#4 – Criminal Index**

- 1,040 Pages
- Date range – 1992 through 1974
- Page size – 14” x 17”
- Books – 4
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#5 – Defendants Index**

- 8,100 Pages
- Date range – 1906 through 1980
- Page size – 11” x 17”
- Books – 15
- Bindery – Bound (14), pinned (1)
- Condition – Good
- OCR – No
- Delivery – single page and two-page spread
- Metadata – Book name, alpha character
- Site Access - Private

**#6 – Family and Juvenile Case Index**

- 1,000 Pages
- Date range – 1982 through 1989
- Page size – 14” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

**#7 – Felony Index**

- 2,280 Pages
- Date range – 1981 through 1989
- Page size – 14” x 17”
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#8 – Forceable Entry and Detainer Index**

- 524 Pages
- Date range – Unknown
- Page size – 14” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#9 – General Docket Index**

- 786 Pages
- Date range – 1850 through 1963
- Page size – 14” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

**#10 – Index to Court Records**

- 262 Pages
- Date range – Unknown
- Page size – 14” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#11 – Index to Estate Files**

- 1,048 Pages
- Date range – 1842 through 1991
- Page size – 14” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#12 – Index to Judgement**

- 524 Pages
- Date range – 1848 through 1851
- Page size – 14” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access – Private

**#13 – Index to Log of Juvenile and Adoption Cases**

- 200 Pages
- Date range – 1983 through 1987
- Page size – 11” x 17”
- Books – 1
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character
- Site Access - Private

**#14 – Misdemeanor Index**

- 1,834 Pages
- Date range – 1979 through 1989
- Page size – 14” x 17”
- Books – 7
- Bindery – Bound (2), pinned (5)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character
- Site Access - Private

**#15 – Plaintiffs Index**

- 6,262 Pages
- Date range – 1856 through 1979
- Page size – 11” x 17”
- Books – 13
- Bindery – Bound (10), pinned (3)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character
- Site Access – Private

**#16 – Probate Index**

- 600 Pages
- Date range – Prior to 1991
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#17 – Index to Register of Fees & Papers Filed**

- 786 Pages
- Date range – 1964 through 1972
- Page size – 11” x 18”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character
- Site Access - Private

**#18 – Index to Small Claims**

- 4,148 Pages
- Date range – 1964 through 1988
- Page size – 11” x 17”
- Books – 12
- Bindery – Bound (2), pinned (10)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character
- Site Access – Private

**#19 – Account current administrators executors & guardian**

- 580 Pages
- Date range – 1948 through 1948
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#20 – Administrator with Annexed Will**

- 580 Pages
- Date range – 1941 through 1963
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#21 – Adoptions**

- 3,480 Pages
- Date range – 1945 through 1963
- Page size – 14” x 17”
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#22 – Appraisal Record**

- 2,900 Pages
- Date range – 1881 through 1957
- Page size – 11” x 17”
- Books – 5
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#23 – Certificate of Levy & Attachment**

- 200 Pages
- Date range – Unknown
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#24 – Common Law Transfer Docket**

- 4,716 Pages
- Date range – 1927 through 1959
- Page size – 11” x 17”
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#25 – Conservator Records**

- 1,160 Pages
- Date range – 1875 through 1944
- Page size – 11” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#26 – Court Record**

- 6,610 Pages
- Date range – 1894 through 1992
- Page size – 11” x 17”
- Books – 12
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#27 – Criminal Docket/Minutes**

- 2,620 Pages
- Date range – 1941 through 1968
- Page size – 14” x 17”
- Books – 5
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

**#28 – Criminal General Docket**

- 23,540 Pages
- Date range – 1838 through 1990
- Page size – 11” x 17”
- Books – 48
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#29 – Docket of Proceedings**

- 9,000 Pages
- Date range – 1838 through 1879
- Page size – 11” x 18”
- Books – 18
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#30 – Estate Record**

- 2,320 Pages
- Date range – 1863 through 1945
- Page size – 11” x 17”
- Books – 4
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#31 – Executor Record**

- 4,060 Pages
- Date range – 1866 through 1961
- Page size – 11” x 17”
- Books – 7
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#32 – Family Division**

- 1,160 Pages
- Date range – 1969 through 1981
- Page size – 11” x 17”
- Books – 2
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#33 – Grand Jury & Petit Jury**

- 200 Pages
- Date range – 1963 through 1979
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#34 – Guardian & Conservator’s Inventory**

- 800 Pages
- Date range – 1956 through 1963
- Page size – 11” x 17”
- Books – 4
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#35 – Guardianship Records**

- 4,060 Pages
- Date range – 1873 through 1972
- Page size – 11” x 17”
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#36 – Indictment Records**

- 500 Pages
- Date range – 1886 through 1899
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#37 – Inheritance Tax Docket**

- 1,000 Pages
- Date range – 1957 through 1963
- Page size – 11” x 17”
- Books – 2
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#38 – Inquisition of Patient (Insanity)**

- 300 Pages
- Date Range – 1924
- Page size – 11” x 18”
- Books – 1
- Bindery – Bound
- Condition – Good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#39 – Insane, Feeble Minded & Conservator**

- 2,480 Pages
- Date range – 1838 through 1966
- Page size – 11” x 17”
- Books – 6
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#40 – Inventory Record**

- 20,300 Pages
- Date range – 1860 through 1963
- Page size – 11” x 17”
- Books – 35
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#41 – Juvenile Transfer Docket**

- 580 Pages
- Date range – 1959 through 1963
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

**#42 – Judge’s Probate Docket**

- 12,220 Pages
- Date range – 1897 through 1963
- Page size – 11” x 17”
- Books – 22
- Bindery – Bound (5), pinned (17)
- Condition – Good
- OCR – No
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#43 – Mental Illness**

- 580 Pages
- Date range – 1953 through 1963
- Page size – 11” x 17”
- Books – 1
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#44 – Misc. Records**

- 2,320 Pages
- Date range – 1923 through 1941
- Page size – 11” x 17”
- Books – 4
- Bindery – Pinned
- Condition –Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#45 – Orders**

- 2,882 Pages
- Date range – 1960 through 1969
- Page size – 15” x 9”
- Books – 6
- Bindery – Pinned
- Condition –Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#46 – Probate Transfer Docket**

- 23,508 Pages
- Date range – 1922 through 1961
- Page size – 11” x 17”
- Books – 30
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#47 – Probate Docket Record**

- 1,860 Pages
- Date range – 1927 through 1959
- Page size – 11” x 17”
- Books – 4
- Bindery – Bound (10), pinned (3)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two page spread
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#48 – Probate Estate Docket**

- 2,440 Pages
- Date range – 1920 through 1991
- Page size – 11” x 17”
- Books – 5
- Bindery – Bound (1), pinned (4)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#49 – Probate Record**

- 71,340 Pages
- Date range – 1844 through 1963
- Page size – 11” x 17”
- Books – 123
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#50 – Probate sale of real estate record**

- 2,900 Pages
- Date range – 1900 through 1963
- Page size – 11” x 17”
- Books – 5
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character,actual page number
- Site Access – Private

**#51 – Recognizance Record**

- 1,740 Pages
- Date range – 1915 through 1976
- Page size – 11” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#52 – Register of Fees & Papers Filed**

- 12,838 Pages
- Date range – 1964 through 1970
- Page size – 14” x 16”
- Books – 19
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access - Private

**#53 – Special Assignment Docket**

- 3,270 Pages
- Date range – 1847 through 1949
- Page size – 11” x 17”
- Books – 7
- Bindery – Pinned
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#54 – Will Record**

- 6,980 Pages
- Date range – 1846 through 1996
- Page size – 11” x 17”
- Books – 13
- Bindery – Bound (1), pinned (12)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page and two-page spread
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#55 – Immigration Declaration Records**

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#56 – Immigration Naturalization Records**

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

**#57 – Immigration Oath Records**

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata –Book name, alpha character, actual page number
- Site Access – Private

**#58 – Immigration/Probate Index**

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#59 – Will Index 3754-7922**

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page number
- Site Access – Private

**#60 – Immigration Index**

- 2,200 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page number
- Site Access – Private

**#61 – Will Apha Records**

- 1,100 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

**#62 – Probate Records**

- 191,400 Pages
- Date range – Unknown
- Bindery – 35mm Film
- Condition – Good
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character, actual page number
- Site Access – Private

### ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Provide courier delivery to and from ArcaSearch for the original content
- Digitize pages from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **McHenry County, IL**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

### ESTIMATED TIMING

**The following is a timeline for your planning purposes.**

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 6 months from the receipt of down payment.

Please allow 12 months for project's completion.

## **COMPASS ECLIPSE RESEARCH SYSTEM**

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

### **System Requirements**

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

### **Product Modules**

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

### **Digital Archive Hosting**

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

### **Technology Updates**

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

### **Service Level**

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

## STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

### Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

**Authentication & Access Options**

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

**Username/Password**

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

**IP Filter**

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

**End User Technical Support**

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

**Phone and Email Support**

Phone and email support are available Monday through Friday 8am – 4:30pm CST

**Data Management and Storage**

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location.

The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

**Antivirus Software**

Antivirus software is run at the Data Center on the file storage servers.

## TERMS AND CONDITIONS

### Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

### Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

### Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

### Limitation of Liability

Except for damages caused by gross negligence or willful misconduct, Arcasearch shall not be liable to Customer or any third party for any consequential, indirect, special, punitive or incidental damages, lost revenue or profits, or loss or damage caused or alleged to be caused directly or indirectly by any of the products or services provided hereunder for by any inadequacy thereof or deficiency or defect therein. In no event shall Arcasearch's total liability in connection with this Agreement, the products or services furnished, whether based on contract or tort, exceed the actual amount of fees paid by the Customer to Arcasearch under the terms of the Agreement.

**Governing Law And Venue**

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies, or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

**Warranty**

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

**Termination**

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated Page count represented in this proposal and the actual page count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated page count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total. Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

## PRICING

### Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and associated pages other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of pages at the completion of this project. Additional pages over the estimated page count for this project will be priced at the per page rate of this project.

**Single Page Definition:** one side of a sheet of paper in a collection of sheets bound together, especially as a book, magazine, or newspaper.

**Two-Page Definition:** a pair of facing pages, typically the left and right pages in a publication like a book, magazine or newspaper. **Each side is a chargeable page.**

### Payment Terms

ArcaSearch will invoice 25% of the project price upon receipt of this signed proposal, 25% when imaging starts, 25% after 200,000 pages have been added to the research site. Final invoice for the project cost billable upon completion & final acceptance from Kathy Keefe/County (Net 30). Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

### Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted pages other than what has already been identified in this proposal will be billed at rate of \$9.50 per page.

### Microform/Aperture Card Exceptions

- The client acknowledges that portions of the microform are presented for digitization may be illegible. ArcaSearch will make its best effort but will not be held responsible for rendering illegible pages in this regard.
- Manual cropping, manual splitting or separation and non-sequential naming will be billed an additional \$0.10/page.
- Manual cropping or manual splitting includes any page that does not have sufficient polarity or does not lay uniformly between pages or spreads.
- Microform is priced per page based on the final page count.

### Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing clients the highest quality searchable page when digital pages have been provided to us to be added to our research site. We are not responsible for missing pages or naming errors on pages that are provided to us in a digital born format or paper to digital format.



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