

RECORD OF RESOLUTION

Resolution No. 4-32-2025

Passed 4-3, 20 25

A RESOLUTION AUTHORIZING THE PRESIDENT OF CIRCLEVILLE CITY COUNCIL, DIGITAL SCANNING AND ARCHIVAL PRESERVATION AGREEMENT WITH THE HFGROUP.

WHEREAS, the City of Circleville is desirous of engaging a government records preservation consultant to assist in crafting and executing a strategic plan to preserve, organize, digitize and enhance access to their Historic Records of Ordinances, Resolutions and Minutes; and

WHEREAS, the City of Circleville has applied for a grant from the Ohio Historical Records to aid with partial funding of this project; and

WHEREAS, the City of Circleville, through the Clerk and President of City Council, has obtained various estimates on the cost of such project for the scanning and archival preservation of Council's records; and

WHEREAS, the digitization and archival preservation of these records will be in the best interests of the citizens of the City of Circleville.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, COUNTY OF PICKAWAY, STATE OF OHIO AS FOLLOWS:

SECTION I. That for the purpose of digitizing and preserving historic records to better provide for the rendering of public transparency to the citizens of the City of Circleville, this council hereby determines that it shall support, under the agreement, the scanning, digitization and preservation project with the HFGroup.

SECTION II. That the President of Council of the City of Circleville is hereby authorized to enter into an agreement with HFGroup to provide digital scanning and preservation services for the city for the Year 2025 under the terms and conditions of the agreement with HFGroup as attached in "Exhibit A".

SECTION III. The cost of up to \$116,832.50 ^{65,392.00} is to be paid out of unappropriated funds in the General Fund 101.

SECTION IV. That this resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public documents of the City of Circleville; the emergency being to avoid unnecessary delay in the preservation process; wherefore, this resolution shall be in full force and effective immediately upon passage.

PASSED: 4-3-2025
DATE

Baugh D. Hill
PRESIDENT OF COUNCIL

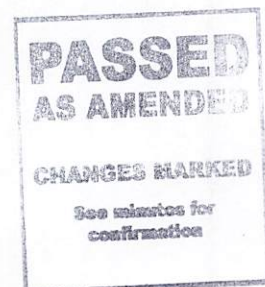
ATTEST: Melissa J. Moore
CLERK OF COUNCIL

APPROVED: 4-3-2025
DATE

Markus L. Blanton
MAYOR

APPROVED AS FORM:

Kendra C. Kinney
KENDRA C. KINNEY - LAW DIRECTOR



Proposal for:

Government
Records
Preservation
Services



Prepared for:

BARRY KELLER, PRESIDENT OF COUNCIL
MELISSA BURNS, CLERK OF COUNCIL

CITY OF CIRCLEVILLE, OHIO

Project: DIGITAL SCANNING OF RECORDS

Prepared by:

Tim Baumgardner
tbaumgardner@hfgroup.com
(513) 659-3267

Your trusted source for:

Conservation
Preservation
Digital Conversion

1010 North Sycamore St.
North Manchester, Indiana
46962
(800) 334-3628

1010 Arnold St.
Greensboro, North Carolina
27405
(800) 444-7534

www.hfgroup.com

HFGROUP



Barry Keller, President of Council
Melissa Burns, Clerk of Council
127 S. Court Street
Circleville, Ohio 43113

Dear Barry and Melissa,

The proposal contained herein is for the treatment of the City of Circleville’s historical records.

With decades of experience, HF Group has long been recognized as a leader in bookbinding, book and paper conservation, and digitization, for libraries, museums, archives, courts, and government offices. Our treatment methods and materials used for government record preservation are among the very best and make us uniquely qualified to meet your preservation goals.

Working in conjunction with numerous court and government offices, GRP has performed conservation treatments and digital reformatting for records dating as far back as the 17th century. We have the knowledge and experience to preserve these valuable records using sound archival methods and materials to ensure their continued accessibility.

HF Group’s highly skilled, professionally-trained staff of conservators and conservation technicians comply with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works.

We appreciate the opportunity to provide preservation services for the City of Circleville. Please contact me if you have any questions.

In This Document

Scope of Services 3

 Conservation and Preservation 3

 Rehousing..... 3

 Digital Conversion 3

 Capabilities 4

Working with Us 4

 Care for Your Materials 4

 Insurance..... 4

 Availability 4

 Standards 4

 Documentation 4

Key to Treatments and Services 5

Quotation 6

Acceptance



Scope of Services

HF Group offers the following services:

- Conservation and preservation
- Rehousing
- Digital conversion

Conservation and Preservation

Standard treatments include:

- Removal of all binding materials and fasteners, such as paper clips
- Surface-cleaning to remove surface dirt and dust
- Deacidification/alkalization of acidic papers
- Removal of non-archival mending tapes (as determined by book condition)
- Mending and repairs/stabilization

Additional services:

- Mold removal*
- Aqueous washing to remove ingrained dirt and to reduce acidity and stains *

Rehousing

Each sheet is encapsulated in two mil archival polyester and is housed in a new, archival-quality loose-leaf binder with a foil-lettered spine.

We also offer:

- A variety of custom-fit, archival-quality enclosures for both loose pages and bound volumes.
- Rebinding of historical bound books
- Canvas jackets

Digital Conversion

We employ a variety of state-of-the-art scanning technologies in order to produce the best possible digital images.

Conversion services include:

- Scanning at 300 dpi in color or grayscale
- Indexing/coding
- OCR
- Cropping
- Despeckling
- Deskewing
- Background removal
- Digital repair
- QC



(Digital Conversion, cont.)

Images are returned as a PDF on multiple media options,

Capabilities

We can process a variety of sizes of loose materials:

- 18" x 12"
- 18 ¼" x 12 ¼" up to 30 x 24
- Large format items such as newspapers, maps, plat books

We can also digitize **bound materials** without requiring them to be dis-bound.

In addition, we offer:

- Backfile scanning of historic documents and permanent records
- Conversion of microfilm images to digital images

Working with Us

Care for Your Materials

While in our care, your books are secure and are held in a climate-controlled environment.

Your records will be handled with utmost care. Our goal is to assist you in protecting your records for years to come.

Insurance

Certificate of insurance for standard coverage is available upon request.

Availability

For many customers in the Midwest and the Southeast, your materials are never more than a few hours away.

Scan-on-demand services are available if copies are needed in rush situations.

Standards

In accordance with international conservation standards and the Code of Ethics and Guidelines for Practice of the American Institute for Conservation (AIC), materials and techniques used are reversible.

Documentation

Treatments are documented with written and photographic records. Photo-documentation is provided to the client upon request.



Key to Treatments and Services

Please refer to this key to treatments and services as used on the quotation page.

Level 1 – Good Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending and repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Minimal tape removal.

Mold remediation not included.

Level 2 – Fair Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending and repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Moderate tape removal.

Mold remediation not included.

Level 3 – Poor Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending & repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Extensive tape removal.

Mold remediation not included.

Level 4 – Extremely Poor Condition

Preservation only. Please submit digital photographs and spec sheets for custom quotes based on book condition.

Prices will include tape removal as needed.

Mold remediation not included.

MR – Mold Remediation

Basic mold remediation

DC – Digital Conversion

Digital conversion for sheet sizes up to 18" x 24".

Larger sheet sizes, large format items, and bound items will be quoted upon request.



Quotation

The price quoted is based on estimated page counts. Final invoicing will be determined by page counts performed while processing.

QUOTE SCHEDULE					
RECORD SERIES	QUANTITY/DESCRIPTION	LEVEL (See key)	NOTES	RECORD TYPE	TOTAL
ONE BOX OF LOOSE & FOLDED DOCUMENTS WITH STAPLES & OTHER METAL CLIPS	ESTIMATE 2000 – 2500 TOTAL DOCUMENTS EXACT QUANTITY TBD	2	THESE DOCUMENTS WILL BE UNFOLDED, FLATTENED, REMOVE ALL METAL STAPLES/CLIPS, ETC., SCANNED & DE-ACIDIFIED & PLACED IN ARCHIVAL KASEBOX CLAMSHELL BOXES – SPINE PRINTED TBD BY CLIENT & INCLUDED IN PRICE.	\$2.40/PAGE (\$4.80/DOCUMENT) BOXES @ \$65.00 EACH – QUANTITY TBD	ESTIMATED TOTAL TO BE: \$9600.00 - \$12,000.00 PLUS BOXES
ONE GROUP OF LEGISLATIVE DOCUMENTS 1995 - 2025	ESTIMATED QUANTITIES IS 4800 IMAGES FIGURING DUPLEX (2 SIDED) DOCUMENTS	1	SCANNING ONLY & PLACE BACK INTO CLEAR PLASTIC FOLDERS	\$.45/PAGE (\$.90/DOCUMENT) IF METAL CLIPS TO BE REMOVED \$.40/PAGE (\$.80/DOCUMENT) IF NO METAL CLIPS TO REMOVE	\$2160.00 TOTAL \$1920.00 TOTAL
THREE RED/BLACK MINUTE BOOK BINDERS & ONE BLACK POST BINDER CITY ORDINANCES	ESTIMATED TOTAL QUANTITY OF DOCUMENTS FIGURING DUPLEX (2 SIDED) DOCUMENTS: 2400 IMAGES	1	REMOVE DOCUMENTS FROM BINDERS, SCAN, & PUTTING DOCUMENTS BACK IN EXISTING BINDERS	\$.40/PAGE (\$.80/DOCUMENT)	TOTAL BASED ON ESTIMATED QUANTITY OF PAGES \$960.00
ONE GROUP OF APPROX. 10 BROWN & BLUE PRESSBOARD COVER BINDERS WITH LOOSE DOCUMENTS.	ESTIMATED TOTAL QUANTITY OF DOCUMENTS FIGURING DUPLEX (2 SIDED) DOCUMENTS 5000 IMAGES ESTIMATED	1	REMOVE PAGES FROM PRESSBOARD COVERS, SCAN EACH DOCUMENT & PLACE BACK IN EXISTING PRESSBOARD COVERS REMOVAL OF METAL CLIPS EXTRA. DE-ACIDIFICATION NEEDED – TBD	\$.35/PAGE (\$.70/DOCUMENT) IF DE- ACIDIFICATION IS NEEDED @ \$.30/PAGE (TBD)	TOTAL BASED ON ESTIMATED QUANTITY OF PAGES \$1750.00 TOTAL IF NEEDED: \$1500.00
ONE LOT OF LOOSE DOCUMENTS IN APPROX. EIGHT FILE FOLDERS	ESTIMATED TOTAL QUANTITY OF DOCUMENTS FIGURING DUPLEX (2 SIDED) 5000 IMAGES ESTIMATED	1	REMOVE PAGES FROM FILE FOLDERS, SCAN & PLACE BACK IN EXISTING FILE FOLDERS – REMOVAL OF METAL CLIPS EXTRA. DE-ACIDIFICATION NEEDED - TBD	\$.35/PAGE (\$.70/DOCUMENT) IF DE- ACIDIFICATION IS NEEDED @ \$.30/PAGE (TBD)	TOTAL BASED ON ESTIMATED QUANTITY OF PAGES \$1750.00



Acceptance

Terms: NET 30

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Printed name of Authorized Official

Title of Authorized Official

Date

HF GROUP ACCEPTANCE

Signature of Authorized Official

__TIM BAUMGARDNER_____
Printed name of Authorized Official

__SALES MANAGER_____
Title of Authorized Official

__MARCH, 10, 2025_____
Date

Proposal for:

Government
Records
Preservation
Services



Prepared for:

HON. BARRY D. KELLER
PRESIDENT OF COUNCIL
CITY OF CIRCLEVILLE, OHIO

PRESERVATION OF HISTORIC RECORDS

Prepared by:

Tim Baumgardner
tbaumgardner@hfgroup.com
(513) 659-3267

Your trusted source for:

Conservation
Preservation
Digital Conversion

1010 North Sycamore St.
North Manchester, Indiana
46962
(800) 334-3628

1010 Arnold St.
Greensboro, North Carolina
27405
(800) 444-7534

www.hfgroup.com

HFGROUP



Hon. Barry D. Keller
President of Council
127 S. Court St.
Circleville, Ohio 43113

Dear Barry,

The proposal contained herein is for the purchase of archival preservation and scanning services for the City of Circleville, Ohio.

With decades of experience, HF Group has long been recognized as a leader in bookbinding, book and paper conservation, and digitization, for libraries, museums, archives, courts, and government offices. Our treatment methods and materials used for government record preservation are among the very best and make us uniquely qualified to meet your preservation goals.

Working in conjunction with numerous court and government offices, GRP has performed conservation treatments and digital reformatting for records dating as far back as the 17th century. We have the knowledge and experience to preserve these valuable records using sound archival methods and materials to ensure their continued accessibility.

HF Group’s highly skilled, professionally-trained staff of conservators and conservation technicians comply with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works.

We appreciate the opportunity to provide preservation services for the City of Circleville, Ohio. Please contact me if you have any questions.

In This Document

Scope of Services 3

 Conservation and Preservation 3

 Rehousing..... 3

 Digital Conversion 3

 Capabilities 4

Working with Us 4

 Care for Your Materials 4

 Insurance..... 4

 Availability 4

 Standards 4

 Documentation 4

Key to Treatments and Services 5

Quotation 6

Acceptance



Scope of Services

HF Group offers the following services:

- Conservation and preservation
- Rehousing
- Digital conversion

Conservation and Preservation

Standard treatments include:

- Removal of all binding materials and fasteners, such as paper clips
- Surface-cleaning to remove surface dirt and dust
- Deacidification/alkalization of acidic papers
- Removal of non-archival mending tapes (as determined by book condition)
- Mending and repairs/stabilization

Additional services:

- Mold removal*
- Aqueous washing to remove ingrained dirt and to reduce acidity and stains *

Rehousing

Each sheet is encapsulated in two mil archival polyester and is housed in a new, archival-quality loose-leaf binder with a foil-lettered spine.

We also offer:

- A variety of custom-fit, archival-quality enclosures for both loose pages and bound volumes.
- Rebinding of historical bound books
- Canvas jackets

Digital Conversion

We employ a variety of state-of-the-art scanning technologies in order to produce the best possible digital images.

Conversion services include:

- Scanning at 300 dpi in color or grayscale
- Indexing/coding
- OCR
- Cropping
- Despeckling
- Deskewing
- Background removal
- Digital repair
- QC



(Digital Conversion, cont.)

Images are returned as a PDF on multiple media options,

Capabilities

We can process a variety of sizes of loose materials:

- 18" x 12"
- 18 ¼" x 12 ¼" up to 30 x 24
- Large format items such as newspapers, maps, plat books

We can also digitize **bound materials** without requiring them to be dis-bound.

In addition, we offer:

- Backfile scanning of historic documents and permanent records
- Conversion of microfilm images to digital images

Working with Us

Care for Your Materials

While in our care, your books are secure and are held in a climate-controlled environment.

Your records will be handled with utmost care. Our goal is to assist you in protecting your records for years to come.

Insurance

Certificate of insurance for standard coverage is available upon request.

Availability

For many customers in the Midwest and the Southeast, your materials are never more than a few hours away.

Scan-on-demand services are available if copies are needed in rush situations.

Standards

In accordance with international conservation standards and the Code of Ethics and Guidelines for Practice of the American Institute for Conservation (AIC), materials and techniques used are reversible.

Documentation

Treatments are documented with written and photographic records. Photo-documentation is provided to the client upon request.



Key to Treatments and Services

Please refer to this key to treatments and services as used on the quotation page.

Level 1 – Good Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending and repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Minimal tape removal.

Mold remediation not included.

Level 2 – Fair Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending and repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Moderate tape removal.

Mold remediation not included.

Level 3 – Poor Condition

Preservation only. Includes dis-binding, surface cleaning, de-acidification, mending & repairs/stabilization, archival polyester two mil encapsulation, new loose-leaf binder(s). Extensive tape removal.

Mold remediation not included.

Level 4 – Extremely Poor Condition

Preservation only. Please submit digital photographs and spec sheets for custom quotes based on book condition.

Prices will include tape removal as needed.

Mold remediation not included.

MR – Mold Remediation

Basic mold remediation

DC – Digital Conversion

Digital conversion for sheet sizes up to 18" x 24".

Larger sheet sizes, large format items, and bound items will be quoted upon request.



Quotation

The price quoted is based on estimated page counts. Final invoicing will be determined by page counts performed while processing.

QUOTE SCHEDULE

RECORD SERIES	QUANTITY/DESCRIPTION	LEVEL (See key)	NOTES	RECORD TYPE	TOTAL	
ORDINANCE BOOK 1880	1 BOOK 480 PAGES MAY BE PRESENCE OF MOLD	2	FULL ARCHIVAL PRESERVATION – SURFACE CLEAN ALL PAGES, MEND/STABILIZE WHERE NEEDED WITH ARCHIVAL MATERIALS, DE- ACIDIFY EACH DOCUMENT, HOUSE IN 2 MIL MYLAR SLEEVES & INSERT INTO NEW LOOSE LEAF BINDER(S) & SCAN EACH DOCUMENT (MOLD REMEDICATION IF APPLICABLE)	\$4873.00	\$4873.00	
CITY ORDINANCES 1895	1 BOOK 370 PAGES	2		\$2621.50	\$2621.50	
RECORDS B	1 BOOK 600 PAGES	1		\$3910.00	\$3910.00	
RECORDS C	1 BOOK 640 PAGES	1		\$4090.00	\$4090.00	
RECORDS D 1893	1 BOOK 640 PAGES (MOLD MAY BE PRESENT)	1		\$5530.00	\$5530.00	
RECORDS E	1 BOOK 640 PAGES	2		\$4698.00	\$4698.00	
COUNCIL PROCEEDINGS F	1 BOOK 142 PAGES	2		ALL THE ABOVE GETS THE ABOVE TREATMENTS TOTAL \$27,522.50	\$1800.00	\$1800.00
CITY PROCEEDINGS 1	1 BOOK 500 PAGES	1		DE-ACIDIFY, SCAN & NEW BINDERS ONLY	\$1730.00	\$1730.00
CITY PROCEEDINGS 2	1 BOOK 500 PAGES	1		\$1730.00	\$1730.00	
COUNCIL PROCEEDINGS 1 1956	1 BOOK 350 PAGES	1		\$1060.00	\$1060.00	
CITY ORDIANCES E 1914	1 BOOK 670 PAGES	1		\$2081.00	\$2081.00	
CITY ORDIANCES F	1 BOOK 680 PAGES	1		\$2135.00	\$2135.00	
COUNCIL PROCEEDINGS G 1914	1 BOOK 610 PAGES	1		\$2003.00	\$2003.00	
COUNCIL PROCEEDINGS H	1 BOOK 610 PAGES	1		ALL THE ABOVE DE-ACIDIFY, SCAN & NEW BINDERS ONLY TOTAL \$12,137.00	\$1398.00	\$1398.00
CITY ORDINANCES G & H	2 BOOKS 1310 PAGES	1		\$1603.00	\$1603.00	



			THESE 2 BOOKS SCAN & NEW BINDERS ONLY TOTAL \$1603.00		
			TOTAL PRICE WITHOUT SHIPPING: \$41,262.50	DELIVERY	\$250.00 MAX I
				PROJECT TOTAL	\$41,512.50

CONFIDENTIAL



Acceptance

Terms:

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Printed name of Authorized Official

Title of Authorized Official

Date

HF GROUP ACCEPTANCE

Signature of Authorized Official

TIM BAUMGARDNER
Printed name of Authorized Official

SALES MANAGER
Title of Authorized Official

Date