

Introduction

This is a legacy collection that includes three distinct groups of records:

- 49 boxes of 1970s – era office files in records center storage boxes (15"x12"x10"). Volume is approximately 100,000 pages. Most of these records are 8 ½"x 11" format, but approximately 20% are on legal size paper. There is a mix of original documents and copies, with copies predominating .
- Legacy records in the NRL Historian's office. Volume is approximately 15,000 pages in two linear file drawers and some additional boxes. There is a mix of original documents and reprographic copies. The date range for these records is ca 1940 to 1990. Most of the records are 8 ½" x 11", but there is some oversize material up to 11" x 17" or larger.
- Legacy copies of the NRL in-house publication LABSTRACTS. Volume is approximately 13,000 pages. Most of the LABSTRACTS issues are in broadsheet format. Each issue includes a mix of text and graphics or photography. Issues are an average of 12 pages long with text and graphics on both sides of each page.

This is an on-site job. Vendor must agree to accomplish all work, including document prep, imaging, preliminary image cleanup and quality control, and files reconstruction at NRL. The vendor must provide their own staff and equipment. Vendor employees must be US citizens and may be required to complete an SF-86 form.

See Website: <http://supply.nrl.navy.mil/home.htm> for a complete list of requirements for on-site contractors.

VENDORS MUST GIVE DETAILED DESCRIPTION OF HOW JOB WILL BE PERFORMED BASED ON THE FOLLOWING REQUIREMENTS:

I. Document Prep

Document prep for this project is expected to be extensive, or using the industry term, involving "heavy litigation." Many of the documents will be 60 years old or older. Conditions of most documents range from fair to poor. There is a wide range of paper types and thicknesses, from onionskin to bond. Some documents are entirely handwritten or have handwritten annotations in colored marker, ink, or pencil. Reprographics technologies include carbon, first generation Xerox, mimeograph, thermal, and others unknown to us. Many documents are copies of earlier generation copies. Photographs are included in the collection – black and white prints, negatives, and various types of copies of prints, all of varying sizes and quality. Variable sizes of pages (ranging from 8-1/2" X 11" to Engineering/Blueprint)

There is a mix of staples, (many of them rusty), paperclips (also many rusty), other types of metal (and a few plastic) fasteners, and various kinds of tape, glue, or paste. Many of the documents have been stapled or clipped together for decades.

There are also some bound documents, employing various binding techniques. We cannot allow bound documents to be cut or clipped to facilitate scanning.

Requirements are:

- Removing documents from folders (maintaining original order)
- Staple removal
- Clip/clamp removal
- Tape or glue removal if the presence of these materials will impede scanning.
- Flimsy or brittle material must be non-destructively fixed on heavier or more durable material to ensure that it is not damaged or wrinkled while being scanned.
- Bound documents must be scanned intact. Bindings cannot be cut.

Intent of the document prep process is to preserve intact the originals before and after they are scanned. No documents can be damaged, cut, trimmed, or altered in any way.

II. Scanning

The vendor's objective will be to produce digital images that look like the original records (textual, photograph, map, plan, etc.) and are a "reasonable reproduction" without enhancement. Technical scanning requirements are as follows:

- 1 bit bitonal scanned at 300 dpi
- 8 bit grayscale scanned at 300 dpi
- Color scanned at 24-bit RGB
- Uncompressed TIFF 6.0 (acceptable NARA preservation format)
- Searchable PDF (acceptable for ingestion to a digital asset management application)

Because the original documents are so variable in terms of print and paper quality, color, contrast, or other factors, including the presence of handwritten annotations, vendors may have to adjust for contrast and resolution very frequently; in some cases, page by page.

The vendor is requested to provide an index to the collection. The finished index should be provided as a PDF document. Details of the metadata and the format for the index will be finalized and agreed on by the vendor and NRL before the index is created. NRL will review and approve the index prior to its acceptance.

III. Quality Control

The intent of this process is to ensure uniform image completeness, clarity, and contrast.

- Thresholding for contrast
- Deskew
- Crop to eliminate unnecessary borders or black space
- Rescans as necessary based on an image-by-image review done by NRL

Preliminary quality checks that may include re-scans to correct images that are fuzzy, speckled, poorly contrasted or otherwise not a clear and sharp image of the original document should be done on location at NRL on an ongoing basis or batched for weekly review. A comprehensive and thorough quality assurance process must be completed by the vendor at his or her location. Documents should be flagged and rescanned at the vendor's location as needed. A re-scan rate of about five percent for the entire project is acceptable. NRL will conduct an image-by-image review of the completed work and will provide feedback and requests for corrections to the images or the index metadata if needed.

IV. Files reconstruction

Documents shall be replaced in their folders, exactly as they came out, with the folders placed back in the boxes and file drawers in their original order, with the folder tabs intact. We do not require that the staples, clips, or fasteners be replaced.

- The integrity and original order of the hard copy collection to be maintained
- Each document to be replaced in order in its proper folder, as it came out
- Folders to be replaced in the boxes and cabinets in the order of their original placement
- Cabinet labeling and folder tabs not to be disturbed
- As part of the doc prep, scanning, and files reconstruction, an index to the contents of each box and drawer, with the boxes and drawers identified by their numbers and titles, should be maintained and updated as needed.

V. Storage Media

Copy scanned images (TIFFs and PDFs) to a removable drive (i.e., a Seagate Free Agent or similar drive provided by the vendor) for delivery to NRL.

VI. Other Considerations

- NRL will provide a workspace equipped with worktables, chairs, and suitable electric and internet connections. The space and furniture arrangements will accommodate two imaging technicians. NRL may provide limited photocopying services if needed, but vendor should be prepared to supply the full range of imaging equipment and peripheral devices needed to complete the job. NRL will not provide any computing or desktop hardware or office supplies.
- The workspace will be available to vendor staff during regular business hours (M-F, 0800-1630). NRL employees will provide access to the workspace and will be available to the vendor staff throughout the day. NRL will secure the facility at the end of each work day.
- NRL will expect all completed scans to be returned as a finished product within 30 days after the entire collection described in the Introduction has been scanned, indexed, and quality checked by the vendor.