Services Pricing List

- **Prep Work:** (Client requesting IU to perform): $19.00 per hour ($.029 copy charge per image if required)

- **Scan/Index:** .13 per image. Double-sided will be scanned as two single images. Includes first two index fields.

- **Additional Index Fields:** .03 per field, per folder

- **Data Storage:** $62.00 per 15,000 images

Additional costs will be added for the following: discretionary prep work (determined by Document Imaging Department – ink/paper concerns for scan quality), transport, security copies, and shredding.

- **Discretionary Prep Work:** $19.00 per hour ($.029 copy charge per image if required)

- **Transport:** IU area transport (prices reflect pickup/return delivery) Travel Zone 1 (1-25 miles) - $94.00; Travel Zone 2 (26-50 miles) - $134.00; Travel Zone 3 (51-100 miles) - $176.00

- **Disposal/Shredding:** $12.00 per hour (includes disposal)

If you are interested in using our services, please go to: www.cliu.org to request an estimate

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Carbon Lehigh Intermediate Unit #21

4210 Independence Drive

Schnecksville, PA 18078-2580

610-769-4111   www.cliu.org

Document Imaging Department

Contact: David Russell

Phone: 610-769-4111   Fax: 610-769-1290

Document Imaging Mission Statement

The CLIU Document Imaging Center is firmly committed to excellence in document imaging services we provide to our customers.

"CLIU is a service agency committed to Helping Children Learn"

Document Imaging

Let the CLIU #21 Document Imaging Department assist you with our services.

- Our Document Management Software electronically captures, stores, and organizes documents and information, thus enabling immediate and reliable access to critical information whenever and wherever it is needed.

- A web browser interface extends the reach of document management so that users can easily access and work with their documentation stored in databases - anytime, anywhere they have an Internet connection.

- Database technology allows documents to be indexed using your present form of retrieval; e.g. student name, date of birth, withdrawal year, etc.

- Queries give quick view and access of documentation to retrieve a file in seconds.

- Our software's security capabilities provides a powerful, yet flexible blend of user access and password protected control. With multiple levels of permissions, users can be assured their documents are protected from unauthorized access and alternation.

Document Preparation

Document preparation will need to be completed by the client before scanning can proceed. This includes the removal of staples, paper clips, and sticky notes from documents to be scanned. Documents also need to be complete and legible. Clients are responsible for their own document preparation. The client may request the CLIU Document Imaging Department to perform prep work*. There may be times when a discretionary prep cost will be charged* (determined by the Document Imaging staff) due to poor ink and paper quality concerns. The client is responsible for the integrity of all documentation. CLIU #21 is responsible for quality of scanned images and NOT content. Box weight not to exceed 50 pounds.

Listing of Documentation

The client is required to provide the CLIU Document Imaging Department with a detailed number count as well as an indexed list of box contents and documentation received using our Index Sheet or your own.

Indexing Function and Procedures

This process entails specific data from your documentation to be setup into indexing fields to allow records to be retrieved at some time in the future. The CLIU Document Imaging Department will request the client to choose up to two indexing fields* for each job. The choices available are name, date of birth, date of graduation, date of withdrawal file, closing date, social security number (where applicable), or an additional special request field from client.

Records Storage

Once scanning/importing and indexing are completed, user's project database/records are ready for retrieval through a web browser interface. The original documentation will be returned to client*, unless IU shredding* is requested.

Records Disposal/Return

Client will have 30 days to verify their project database/records content. Once project database/records are verified, the client will have a choice to either have their original documentation returned or opt for shredding/disposal services from IU #21. If shredding* services are requested, the client will receive a Shredding/Disposal Form to be signed for approval of destruction of original documentation. Upon completion of shredding*, the client will be notified and an invoice will then be sent for payment.

Public Records

The client shall be responsible for maintaining the public accessibility of their own records requiring retention in the document imaging system. The client is responsible for the integrity of all documentation.

*All steps listed above are subject to additional charg-