

Facility / Security

US Imaging Headquarters & Storage Facility:
400 S. Franklin Street
Saginaw, MI 48607

Storage of microfilm will be in compliance with the Association Information and Image Management – Imaging Media – Processed Safety Photographic Film – Storage, ANSI IT9.11-1998 (as amended or replaced) or the International Organization for Standardization – Photography - Processed Safety Photographic Films – Storage Practices, ISO 18911:2000 (as amended or replaced).

Our facility is the only document storage center in Mid-Michigan, specifically designed for Backfile Scanning, Microfilm Storage and Document Storage. It is all steel construction upon a 4' concrete base, 20 feet above the 100-year flood plain. It has a Duralast roof with a dry sprinkler system. It has 2 indoor loading docks to keep documents out of the weather while unloading. We stack boxes 3 high and 3 deep on our industrial shelving system is made of steel uprights, steel beams and steel decking.

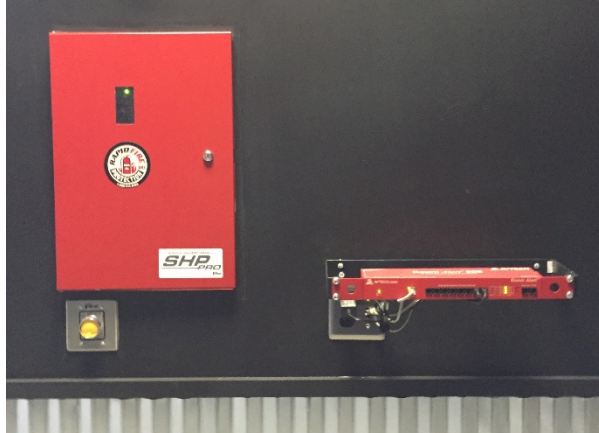
All inventory is stored in 15"x20"x10" archival storage boxes. Each box is labeled with the following information:

- County Name
- Media Type
- Document Type
- First and last roll number
- Unique box number for tracking and locating each box
- Barcode

The storage boxes will contain only microfilm for the County. Box inventory is loaded into our Total Recall tracking system and made available to authorized County staff via the on-line Production Report. The location of each barcode can be tracked down to a 4' x 4' area or shelf number.

Our storage vault is separate from other types of storage or work areas and has separate heating, ventilating and air conditioning system (HVAC) from those regulating non-microfilm storage areas. All microfilm is stored within 2 film vaults, 1 for polyester and 1 for acetate. Film will be kept in a constant cool environment, with temperatures no greater than 65 degrees. Temperature will be monitored 24 hours a day seven days a week. The humidity in the vault where silver-gelatin polyester-based film are stored will be maintained between 30% and 40%, with a maximum deviation of + or - five percent per hour. The humidity will be 15% in the vault where silver-gelatin acetate-base film and other silver and non-silver film are stored. Humidity will be monitored 24 hours a day seven days a week.

Our storage vault, designed for preservation of microforms, is fireproof and in accordance with the local building code, Fire Underwriter's Regulations, and the National Fire Protection Association (NFPA) requirements. US Imaging utilizes an AVTech RoomAlert monitoring system (pictured below) that detects smoke, heat, humidity, flood, airflow, and power that triggers alarms within our facility, local fire department and sends text messages to our management personnel in the event of a system alert.



Our storage vault is equipped with automatic 24-hour fire detection with an Ecaro25 fire suppression system (pictured below). No water-based fire suppression is utilized in the vault. Our Ecaro25 based clean agent fire suppression system meets all ANSI, ISO & NFPA requirements.



Our facility has a Generac natural gas generator that can run for an unlimited amount of time in the event of a power outage. Our vaults utilize an independent Munters Dehumidification System (pictured below, left) and Generac Natural Gas Generator (pictured below, right) to maintain constant temperature and humidity in the event of a power outage.



In the event of a disaster, our facility has a number of fail safes in place to prevent, contain or limit damage, as described above. Outside of a tornado, which provides no advance warning, US Imaging would notify the County of any emanate threats and discuss potential concerns. In the unlikely event that your stored microfilm requires movement to another facility, management would communicate with the County as quickly as possible. US Imaging owns another property within Saginaw that we could use as a temporary location, or we would lease additional space as needed. We encourage the County to tour our facility and view our safety protocols.

US Imaging strives to provide and maintain a healthy and clean working environment for all our employees; as such, smoking is not permitted anywhere inside our facility. The policy applies to all full time and part time employees, as well as visitors. Signs are posted throughout the interior and exterior of our facility, indicating a smoke-free environment.

Reporting of Storage Conditions

US Imaging will submit condition reports on a monthly basis stating the following conditions: date and time of the reading, vault temperature and relative humidity in the areas where the microfilm is stored.

US Imaging will provide an on-line Production Report that designated County representatives can access 24 hours per day, 7 days a week.

Security

Our facility includes strict security procedures and physical deterrents. All doors are constantly locked. There is no public access to the facility and all guests must sign in and be accompanied by an employee. We have 12 security cameras providing 24-hour surveillance to monitor the warehouse, entrances and exits. Security is monitored by Audio Central Alarm Company. The entire facility is climate and humidity controlled with industrial fire protection. We have never experienced a loss or theft from the facility.

Production computers are password protected and do not have access to USB ports, DVD drives, printers, or internet. Our servers have solid state hard drives with RAID 10 redundancy that are protected behind a firewall as well as multilevel password and security access.

Server room and film vaults are also locked and only accessible by 2 authorized key fobs.



We have a fenced employee parking lot and each employee has a remote control to open the gate. Each employee has a key fob to enter and leave the building and each entrance and exit are logged into a database.

Our experienced staff, vehicles and facility are insured to meet or exceed all requirements recommended by the Professional Records and Information Storage Management Association (PRISM) and HIPAA. US Imaging has a detailed confidentiality policy which is strictly enforced. Our employees are all under non-disclosure agreements and have undergone a stringent background check.

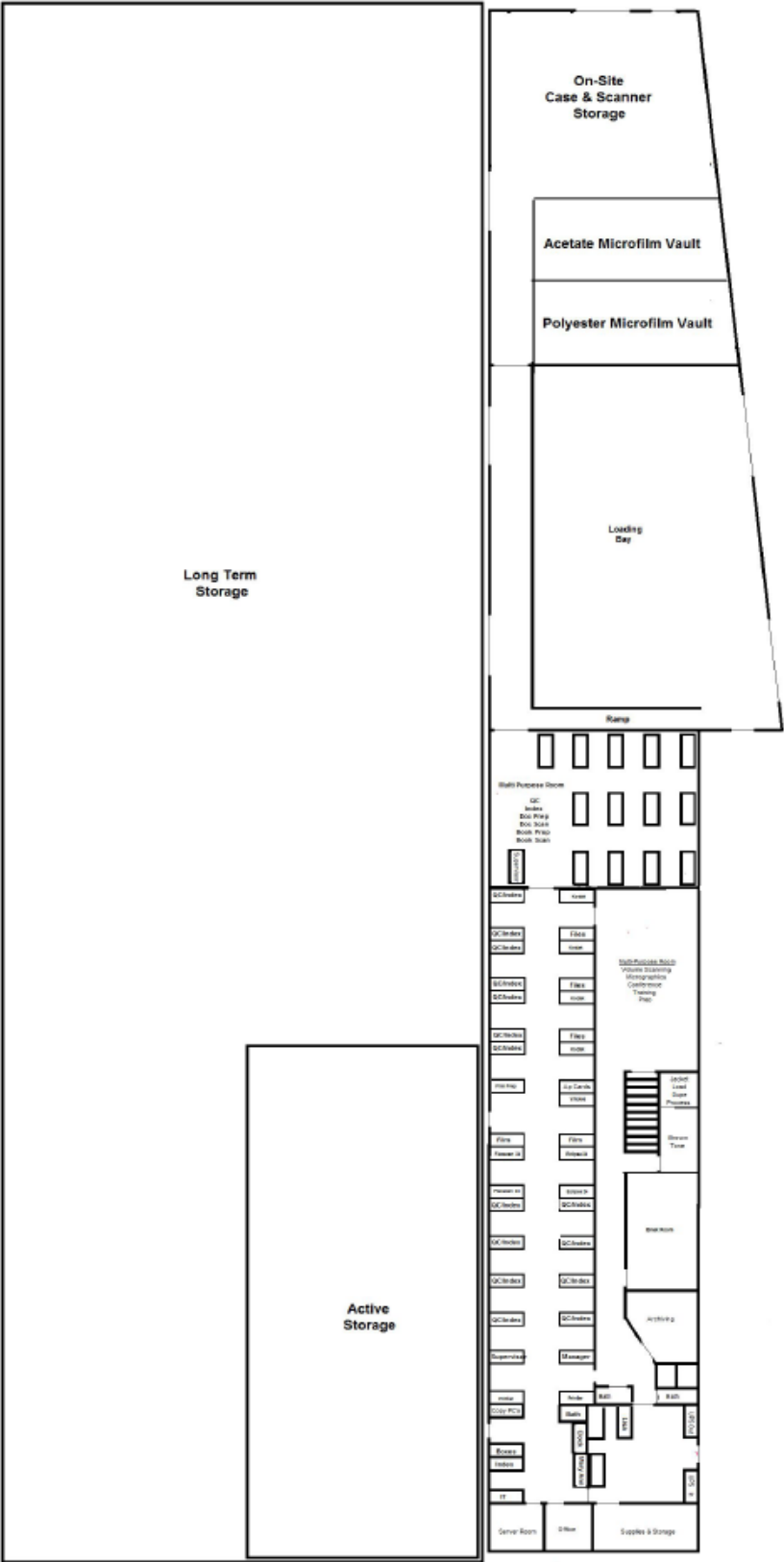
Visitors are visually identified before they are “buzzed” into a locked lobby area and “buzzed” in after showing picture ID and signing confidentially statements before being escorted anywhere in the facility.

Pest Control

Regular scheduled monitoring of insect and animal pests is performed using traps.

Traps, non-vaporous and contained residual pesticides are used to control pests. Liquid sprays and fogging are not used.

Facility Schematics (Entire Facility)



US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Facility Schematics (Production Area)

