

**Trusted. Secure.
Proven. Modern.**



*State of the art scanning
and microfilm services
offered to help agencies
tackle complicated
technical projects in the
care and preservation of
public records.*



WASHINGTON
Secretary of State
Washington State Archives

Contact Us

Imaging Services

Email

ImagingCustomerService@sos.wa.gov

Website

sos.wa.gov/archives/imaging.aspx



Phone

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Hours of Operation

8:00 a.m. – 4:30 p.m.
Monday – Friday



Imaging Services



**Washington
State Archives**

What is Imaging Services?



In support of the duties for the Washington State Archives, Imaging Services is offered exclusively to local and state government agencies.

Washington State Archives Imaging Services has been providing microfilming and scanning services in a secure facility for over 50 years. Each year we preserve millions of the state's most important public records. Our quality control processes are unsurpassed. Every image is closely scrutinized against the original document to ensure all information has been captured. Imaging Services offers a link between analog and digital technologies for long-term and archival records.

What services do they offer?

Digital services:

- High-speed document scanners — Paper records up to 11½" wide.
- Microfilm scanners — 16 or 35mm microfilm Grayscale or bi-tonal images.
- Large format scanners — Maps and Drawings up to 54" wide.
- Digital camera — Bound and Fragile Records.
- Document indexing — Adjusted depending on record series and client needs.
- Secure image transfer using encrypted media.

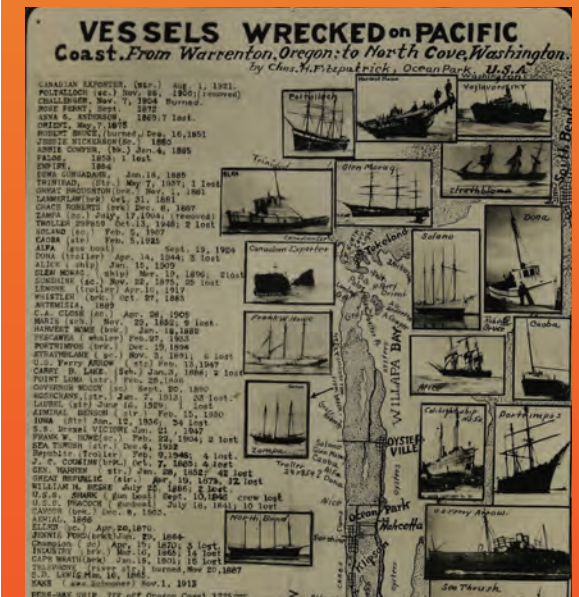


Microfilm services:

- Archive writer microfilm creation — Polyester based 16 and 35mm film.
- Diazo and silver duplication.
- Long-term storage of film in State Archives vaults at **no cost**.
- All film processing is contracted through a trusted vendor service.

How do I work with Imaging Services?

1. Contact Imaging Services to discuss project scope and available services.
2. Imaging Services provides a line-item project estimate.
3. Client and Imaging Services develop contract based on agreed upon costs.
4. Scheduled projects are transferred to Imaging Services with full client access available.
5. Completed imaging projects are provided securely in an encrypted format.



Wrecked on Pacific — Columbia Pacific Heritage Museum, Charles Fitzpatrick.