

**Whatcom County  
Auditor's Office**

Whatcom County Courthouse  
311 Grand Avenue, Suite 103  
Bellingham, WA 98225-4038



**Diana Bradrick**  
County Auditor

**Stacy Henthorn**  
Chief Deputy Auditor

## MEMORANDUM

Date: October 14, 2021

To: Satpal Sidhu, County Executive

From: Diana Bradrick

RE: Digital imaging services for historic County books

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Enclosed is a contract between Whatcom County and US Imaging, Inc.

▪ **Background and Purpose**

The Auditor's office is working towards preserving, scanning, and digitizing historical County books consisting of Auditor Fee Books, Commissioner Proceedings, and 3 miscellaneous volumes spanning years 1854 to 1987. Many of these historical County books currently require special handling due to age and overall poor condition. Upon project completion, the images will be microfilmed for permanent retention at the State.

The Auditor's intent is to complete all phases of this project between 2021 and 2022. At project completion, the images will be microfilmed for permanent retention at the State. The digital images will be imported into either the Recording System or Laserfiche for easy accessibility for public and staff. The historical County books will be moved to Northwest Regional Archives for permanent retention.

▪ **Funding Amount and Source**

The total project amount is not to exceed \$70,656.11 which includes a 10% contingency if total image count exceeds the estimated image count in the proposal. The funding is from the Auditor O&M Fund.

Please contact Diana Bradrick at [Dbradric@co.whatcom.wa.us](mailto:Dbradric@co.whatcom.wa.us) if you have any questions or concerns regarding the terms of this agreement.

Encl.