Nevada State Library and Archives
100 N. Stewart Street, Lower Level
Carson City, NV 89701
775-684-3414
Office hours: 8:00 am to 4:00 pm, Monday through Friday

Imaging and Preservations Services (IPS) is a full solutions scanning and microfilming service bureau for Nevada state agencies and local governments. We provide a full range of document services, including conversion from paper to microfilm or digital images, conversion from digital images to microfilm, and conversion from microfilm to digital images services.

- Document Scanning
- Document microfilming
- Preservation microfilming
- Microfilm lab services
- Secured Internet FTP site
- Document preparation and reassembly
- Indexing, metadata, data entry
- OCR scanning services
- Redaction of confidential data
- Expungement services
- Document management software hosting
- Disaster recovery duplication

- Microfilm-output to paper, PDF, or TIFF
- Scan to CD or DVD
- CD or DVD duplication
- VHS to DVD
- 35mm to digital images
- 35mm slides to digital images
- Glass negatives to digital images
- Full-text PDF publishing
- Bound-book scanning
- Large format scanning
- Large format color printing

IPS performs **HIGH-QUALITY SCANNING** of essential government documents at a fraction of costs it would take to develop an in-house program.

We provide document management **PROJECT CONSULTATIONS**, to include on-site surveys and recommendations of appropriate conversion media, that can increase the efficiencies and cost-effectiveness of your records management processes.

IPS can **MIGRATE** your records to several different media, including microfilm, microfiche, CDs and DVDs. Full-color, customized labels for the CDs and DVDs can be printed directly onto the media.

We can host images of your records in a secured **DOCUMENT MANAGEMENT** system so your

staff can securely access your records from your workstations. Secure access is available to authorized users from any location. We fully administer our site for backup, software and hardware upgrades, security monitoring, etc.

Since documents scanned in our facility never leave the control of the State, we provide a higher level of **CONFIDENTIALITY and SECURITY** for the documents filmed or electronically imaged than would be available through a private vendor.

Call (775) 684-3323 for an estimate or e-mail tmark@admin.nv.gov

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