

## **Memorandum of Understanding Extension**

Between

American Society of Questioned Document Examiners (ASQDE)

and

Indiana State Police (ISP)

This Memorandum of Understanding Extension (MOUE) sets forth the terms and understanding between the American Society of Questioned Document Examiners (hereafter referred to as “ASQDE”) and the Indiana State Police (hereafter referred to as “ISP”) regarding the extension of the housing and storage of the ASQDE National Library (hereafter referred to as the “Library”) at the Indianapolis Regional Laboratory.

The original Memorandum of Understanding (MOU) between the ASQDE and the ISP was established on April 18, 2018 and the Library was delivered to the ISP Indianapolis Regional Laboratory on June 27, 2018. The MOU is set to expire on July 1, 2023, unless modified.

The terms of the original MOU shall continue to be followed, unless modified in this MOUE.

### **Purpose of Extension**

This MOUE will outline the process for extending the commitment between the Library and ISP regarding the housing of the Library at the Indianapolis Regional Laboratory.

### **Need for Extension**

The content of the Library exceeded the agreed space upon its delivery to the ISP Indianapolis Regional Laboratory in 2018. In order to effectively house the content of the Library, the need to add high density mobile storage to the S109E room is needed.

ASQDE will be responsible for the cost to modify the S109E room and the purchase and installation of the high density mobile storage. The high density mobile storage will be the property of ASQDE and will be responsible for its upkeep.

After the conclusion of this MOUE, the ASQDE will solely be responsible for all costs associated with the removal of the Library, its materials, the high density mobile storage, and for the restoration of the S109E room to the condition it was prior to housing the Library or to a mutually agreed upon condition of the S109E room. Should the agreed upon condition of the S109E room differ from its current condition, the price to modify the room shall not exceed the cost it would be to restore the room to its original condition.

## **Curator Commitment**

Diane Tolliver, as the curator for the Library, will continue to coordinate and provide for the management of the Library with services to include upkeep for the materials and shipment of materials for loaning reference materials as deemed appropriate by the ASQDE.

She will continue to serve as the curator of the Library through the end of this MOUE. Should Ms. Tolliver be unable to continue to serve as the curator during the enforcement of this MOUE, it may be modified by mutual consent of authorized officials from the ASQDE and ISP.

## **Funding**

For utilization of the library, preservation of the content, and shipment of materials to other forensic document examiners, costs incurred will be the sole responsibility of the ASQDE. Curator Diane Tolliver will utilize a Paypal account for expenditures. Ms. Tolliver will be given permission to spend up to \$300 per quarter without requiring prior approval for expenditure of funds from the ASQDE's Executive Committee. She will submit a quarterly statement to the ASQDE Treasurer.

## **Duration**

The original MOU and this MOUE are at-will and may be modified by mutual consent of authorized officials from the ASQDE and ISP. This MOUE shall become effective upon signature by the authorized officials from the ASQDE and ISP and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of a mutual agreement by the authorized officials from the ASQDE and ISP, this MOUE shall end on July 1, 2028.

The option for renewal of this MOUE will be available in 2027 before its conclusion as well upon agreement and approval of both parties.

Should critical need arise for the removal of the Library, discussions for a timely, orderly transition will occur between both parties.

## **Authorizing Officials**

American Society of Questioned Document Examiners  
Jim Lee, President  
P.O. Box 15831; Long Beach, CA 90815  
Office: 801-781-0251  
[asqpjlee@gmail.com](mailto:asqpjlee@gmail.com)

\_\_\_\_\_ Date: \_\_\_\_\_  
Jim Lee, President  
American Society of Questioned Document Examiners

American Society of Questioned Document Examiners  
Diane Tolliver, Curator  
2718 S County Road 300 East; Danville, IN 46122  
Office: 317-258-5605  
[Asqdecurator@gmail.com](mailto:Asqdecurator@gmail.com)

\_\_\_\_\_ Date: \_\_\_\_\_  
Diane Tolliver, Curator  
American Society of Questioned Document Examiners

Indiana State Police  
Steve Holland, Major  
550 West 16<sup>th</sup> Street, Suite C; Indianapolis, IN 46202  
Office: 317-921-5302  
[Sholland@isp.in.gov](mailto:Sholland@isp.in.gov)

\_\_\_\_\_ Date: \_\_\_\_\_  
Steve Holland, Major  
Indiana State Police Laboratory Division

Indiana State Police  
Courtney Baird, Forensic Document Unit Supervisor  
550 West 16<sup>th</sup> Street, Suite C; Indianapolis, IN 46202  
Office: 317-921-5322  
[Cbaird@isp.in.gov](mailto:Cbaird@isp.in.gov)

\_\_\_\_\_ Date: \_\_\_\_\_  
Courtney L. Baird, Forensic Document Unit Supervisor  
Indiana State Police Laboratory Division

**Attachment:**

1. Original Memorandum of Understanding
2. High Density Mobile Storage Diagram and Estimate of Cost
3. Image of the original condition of the S109E room