



Arizona State Library, Archives and Public Records

REQUEST FOR DOCUMENT IMAGING OF PUBLIC RECORDS

REQUEST

The _____ [*agency or political subdivision*] requests authorization from the Arizona State Library, Archives and Public Records, in accordance with ARS §41-151.16, to scan records described on the attached list and agrees to comply with the following conditions and standards:

See Attached Retention Schedule – circled records series will be imaged

CHECK ALL OF THE CATEGORIES THAT APPLY BELOW AND READ SPECIAL INSTRUCTIONS FOR THE LENGTH OF RETENTION AND DISPOSITION OF ORIGINALS THEN COMPLETE THE REST OF THE FORM

A. _____ **PERMANENT RETENTION**

- a. I UNDERSTAND AND AGREE THAT ARCHIVAL (PERMANENT) RECORDS APPROVED FOR SCANNING UNDER THIS REQUEST CANNOT BE DESTROYED UNLESS THERE IS A MICROFILM COPY THAT MEETS OR EXCEEDS STATE STANDARDS.

Applicant Signature

B. _____ **RETENTION TEN YEARS OR UNDER SOURCE DOCUMENTS DESTROYED**

- a. The Applicant recognizes that the scanned copy of the records will become the official copy, and the applicant will take care to ensure the scanned copies are complete and the information is not altered.
- b. The Applicant will routinely destroy all originals and retain the scanned copies of the records for the period specified on a records schedule approved by the Arizona State Library, Archives and Public Records, and will suspend scheduled destruction of any record potentially responsive to reasonably foreseeable litigation, audit, or investigation.

C. _____ **RETENTION TEN YEARS OR UNDER SOURCE DOCUMENTS NOT DESTROYED**

- a. The official copy of the records is on paper or microfilm.
- b. The Applicant will retain the official copy of the records only for the period specified on a records schedule approved by the Arizona State Library, Archives and Public Records, and will suspend scheduled destruction of any record potentially responsive to reasonably foreseeable litigation, audit, or investigation.
- c. The official copy of the records shall be kept by the Applicant or transferred to the State Records Center for storage.

RECORDS MANAGEMENT DIVISION

1919 W. Jefferson • Phoenix, Arizona 85009 • Home Page: <http://www.lib.az.us/records/>
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: rmd@lib.az.us

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- d. The Applicant may destroy scanned copies of the records before the approved retention period, and shall destroy the scanned copies at the end of the retention period. Applicant shall seek advice of counsel regarding the destruction of scanned copies of records potentially responsive to reasonably foreseeable litigation, audit, or investigation before destruction of those records.

D. _____ MINUTES SOURCE DOCUMENTS NOT DESTROYED

- a. The only records covered by this agreement are meeting minutes being scanned for dissemination on the Internet.
- b. The signed, official copy of the minutes will be kept permanently by the Applicant or will be transferred to the Arizona State Library, Archives and Public Records.
- c. Must send electronic copy to Reports@lib.az.us

E. _____ RETENTION IS LONG TERM (OVER TEN YEARS)

- a. Due to the long term retention of these records please identify and attach a copy of the study performed in the justification of the chosen imaging process: ___ Feasibility ___ Cost/Benefit ___ PIJ
- b. For state agencies only, the Applicant has submitted a Project Investment Justification (PIJ) to the Arizona Department of Administration/Arizona Strategic Enterprise Technology (ASET) ___ Yes ___ No
- c. IMAGING SYSTEM HAS ABILITY TO COMPLETELY PURGE/DESTROY/EXPUNGE OBSOLETE RECORDS (IMAGES) ___ Yes ___ No
- d. OPEN SYSTEM ARCHITECTURE ___ Yes ___ No
- e. NON PROPRIETARY HARDWARE AND SOFTWARE ___ Yes ___ No

GENERAL REQUIREMENTS FOR ALL OPTIONS LISTED ABOVE:

The Applicant certifies that the images will use the most current versions of TIFF, JPG, or PDF for the file format and that the images will conform to the attached standards. ___ Applicant initials

The Applicant certifies that a migration/exit plan has been developed and will be followed for all records approved under this Imaging Request. ___ Applicant initials

The Applicant certifies that the digital images will be appropriately indexed for retrieval based on key data elements in the records (date, name of parties to the records, and other information specific to the particular records series). ___ Applicant initials

The Applicant will institute a quality control process that includes inspecting at least 1% of all records to ensure that all information on the scanned version is legible. ___ Applicant initials

The Applicant certifies that the benefits of digitizing these records justifies the costs and is ready to demonstrate that to any concerned party. ___ Applicant initials

For state agencies only, the Applicant has submitted a Project Investment Justification (PIJ) to the Arizona Department of Administration/Arizona Strategic Enterprise Technology (ASET). ___ Applicant initials

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On behalf of _____ *[agency or political subdivision]*

[signer's name and title]

Date:

AUTHORIZATION

As authorized under ARS §41-151.16, the Arizona State Library, Archives and Public Records authorizes the Applicant to reproduce these records using electronic media following these procedures for a period of five years. Failure to comply with these procedures is a violation of ARS §41-151.16.

On behalf of the Arizona State Library, Archives and Public Records

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved:

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Minimum Standards for Digital Imaging or Scanning Textual Documents

Standards for additional formats to follow.

For further information please call the State Archives 602-926-3720.

Scan Resolution assumes 100% scan ratio and original 8 ½" by 11".

| Textual Documents with or without Illustrations in text | Retention of records 20 years or less | | | Retention of records 21 years to permanent | | |
|--|---------------------------------------|----------------------------|-----------------------------|--|------------------------------------|---------------------------|
| | Minimum scan resolution | Save as file format | Additional Notes | Minimum scan resolution | Save as file format | Additional Notes |
| | | | | | Use lossless compression | Some exceptions may apply |
| <i>DETAILS</i> | | | | | | |
| Clean, high contrast documents with smallest character of 1.0mm or larger, text only | 200 dpi bitonal | PDF TIFF (group 4 or 6) | OCRing will require 300 dpi | 400 dpi | TIFF (RAW or group 6) PDF/A | Grayscale as needed |
| Documents with handwritten notes/markings, low contrast, half-tone illustrations, photographs or poor legibility | 300 dpi grayscale | PDF TIFF (group 4 or 6) | | 600 dpi grayscale | TIFF (RAW or group 6) PDF/A | |
| Documents and items where color is important for accurate representation | 300 dpi 24-bit color | JPEG PDF | | 600 dpi 32-bit color | TIFF (RAW or group 6) PDF/A | |

Your scanning request must be approved by the Records Management Division, Arizona State Library, Archives and Public Records. Please contact Glenn Cook at: 602-926-3818.

Note : Careful attention must be paid to metadata, file naming schemas, directory structure, versioning, naming of derivative files, long term storage, migration, backup and disaster recovery to ensure "faithful reproduction" and access to the document over time.

"Faithful digital reproductions are digital objects that are optimally formatted and described with a view to their quality (functionality and use value), persistence (long-term access), and interoperability (e.g. across platforms and software environments). Faithful reproductions meet these criteria, and are intended to accurately render the underlying source document, with respect to its completeness, appearance of original pages (including tonality and color), and correct (that is, original) sequence of pages. Faithful digital reproductions will support production of legible printed facsimiles when produced in the same size as the originals (that is, 1:1)." (Quoted from: Digital Library Federation's Benchmark for Faithful Digital Reproductions of Monographs and Serials at <http://www.diglib.org/standards/bmarkfin.htm> and supported by Federal Agencies Initiative Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf .)

Note:

- These are general recommendations. Considerations such as original document size, quality, legibility, image characteristics (spatial resolution, signal resolution, and color mode) and intended use will be needed to be taken into account digital reproductions.
- Scan resolution assumes 100% scan ratio (1:1).
- This table provides the *minimum* guidelines for digitization. Use the appropriate standard in the table above that most closely matches the overall content of the items you wish to digitize.
- Quality control will need to be performed consistently throughout the process to ensure quality of scans. Check with Records Management Division for quality control requirements.
- Digitization thresholds need to be adjusted based on contrast of original document. You must evaluate the digital output quality to verify that the digitized version accurately represents the content of the original document.
- You must evaluate the legibility of the scans regardless of meeting standards. Meeting minimum standards does not imply legibility of the digital reproduction.

These standards are based, in part, on the following:

Federal Agencies Initiative Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials

http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf

A Framework of Guidance for Building Good Digital Collections - NISO Recommended Practice

<http://www.niso.org/publications/rp/framework3.pdf>

Technical Guidelines for Digitizing Archival Materials for Electronic Access

<http://www.archives.gov/preservation/technical/guidelines.html>