



Arizona State Library, Archives and Public Records

REQUEST FOR MICROFILMING OF PERMANENT PUBLIC RECORDS

REQUEST

The [governing body's name] ("Applicant") requests authorization from the Arizona State Library, Archives and Public Records (ASLAPR), in accordance with ARS §41-1348, to microfilm records described on the attached list and certifies the following conditions are true:

1. The records covered by the agreement are to be retained permanently and include (list record series or attach a list for multiple record series):

See Attached Retention Schedule – circled records series will be imaged

2. The Applicant recognizes that the microfilmed copy of the records may become the official copy, and the applicant will take care to ensure the microfilmed copies are complete and the information is not altered.
3. The Applicant ensures that the microfilmed copies of the records are kept permanently as specified on a records schedule approved by the Arizona State Library, Archives and Public Records. The microfilm will be retained by: Submitting Agency Vendor ASLAPR/RMD
4. The Applicant certifies that the following conditions apply (check all that apply):
 - Filming performed at: Submitting Agency Vendor ASLAPR/RMD
 - Source documents will be: retained destroyed
by whom: Submitting Agency Vendor ASLAPR/RMD Archives
 - Microfilmed created using: Planetary Rotary Digital
 - Image Format: 16MM 35MM
 - Copy for Office Use: Microfilm Digital
5. The Applicant certifies that a Certificate of Compliance (Form used to certify that the microfilm was processed in accordance with standards published by ASLAPR. See website www.lib.az.us/records/form for a copy.) The certificate will be filed annually if the filming is not performed by ASLAPR/RMD.
6. The Applicant certifies that a reduction ratio greater than 24X will not be used.
7. The Applicant will institute a quality control process that includes inspecting at least 1% of all records to ensure that all information on the microfilmed versions are legible. For permanent records where the source documents will be destroyed, 100% of the records must be verified to ensure that all the information on the microfilmed versions is legible.

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

An Equal Opportunity Employer

On behalf of [*agency or political subdivision*]

[signer's name and title]

Date:

AUTHORIZATION

As authorized under ARS §41-1348, the Arizona State Library, Archives and Public Records authorizes the Applicant to reproduce these records using micrographic media following these procedures. Failure to comply with these procedures is a violation of ARS §41-1438.

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

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

RECORDS COVERED BY THIS REQUEST

ARCHIVAL RECORDS

Please note when the official copy of the records will be transferred to the State Archives, if appropriate.

Record series	Retention Period	Transfer to State Archives
See Attached Retention Schedule - circled records series will be imaged	Permanent	