



Arizona State Library, Archives and Public Records

REQUEST FOR DOCUMENT IMAGING OF PUBLIC RECORDS WHEN THE SOURCE DOCUMENTS ARE DESTROYED

REQUEST

All Public Bodies ("Applicant") 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:

1. The records covered by the agreement are not archival records requiring permanent retention and include (list record series, estimated length of time the records must be kept, and retention period or attach a list for multiple record series):

Checks and supporting documentation being scanned under the "Check 21" Act (Check Clearing for the 21st Century Act -- 108-100)

2. 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.
3. 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.
4. The Applicant certifies that the images will use the most current versions of TIFF, GIF, JPG, or PDF for the file format and that the images will conform to the following standards.
 - Black-and-white text records may be scanned using a bi-tonal scale. If the records' retention period is five years or less they shall be scanned at 200 dpi or greater. Records with a retention period of more than five years shall be scanned at 300 dpi resolution.
 - Black-and-white records containing images or graphics shall be scanned using a 256 gray scale and a resolution of 300 dpi.
 - Color records will be scanned at a minimum 300 dpi resolution and 24 bit color depth.
 - Text files may be compressed using a lossless algorithm. Image files may use a lossy algorithm.
5. The Applicant certifies the system on which the electronic records are stored is backed up and that the backups are routinely verified.
6. 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). Indexes will be created for the following fields (list below or on the attached list):

Document Date

Document Number

Document Type

Name of Applicant / Individual

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

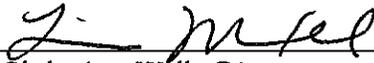
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7. The Applicant will institute a quality control process that includes inspecting at least 1% of all records to ensure that all information the scanned versions are legible.
8. The Applicant certifies that the benefits of digitizing these records justifies the costs and is ready to demonstrate that to any concerned party.
9. For state agencies only, the Applicant has submitted a Project Investment Justification (PIJ) to the Government Information Technology Agency (GITA) if required. For more information, see <http://azgita.gov/project%5Fpij%5Fmonitoring/>

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



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

8/30/11

Date Approved:

RECORDS COVERED BY THIS REQUEST

Notes:

1. Archival (permanent) records cannot be scanned using this request form.
2. In addition to listing the retention period of the records, please note the estimated length of time the digitized records will be kept before destruction. For example, personnel records must be kept five years beyond the date an employee leaves service, but as an employee may work for many years the length of time the records must be kept would be much longer. This figure does not have to be exact.

Record series title	Retention Period	Estimated Total Retention
Checks and supporting documentation being scanned under the "Check 21" Act (Check Clearing for the 21 st Century Act - 108-100)		Total retention period for all imaged records series is 10 years or less