



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



Joan Clark, State Librarian & Director

ARCHIVES AND RECORDS MANAGEMENT

REQUEST FOR DOCUMENT IMAGING OF PUBLIC RECORDS

ARS §41-151.16 A. Each agency of this state or any of its political subdivisions may implement a program for the production or reproduction by photography or other method of reproduction on film, microfiche, digital imaging or other electronic media of records in its custody, whether obsolete or current, and classify, catalogue and index such records for convenient reference. The agency, before the institution of any such program of production or reproduction, shall obtain approval from the director of the types of records to be produced or reproduced and of the methods of production, reproduction and storage and the equipment which the agency proposes to use in connection with the production, reproduction and storage. Approval pursuant to this subsection is necessary for digitizing programs but not for individual instances of digitization. On approval from the director, the source documents may be destroyed, but only after an administrative audit and after safeguards are in place to protect the public records pursuant to section 41-151.15, subsection A.

SUBMISSION DATE:	9/24/2014	EXPIRATION DATE:	After scanning Standards updated
Agency or Political Subdivision Title:	All Arizona Public Bodies of Cities or Towns, Per ARS §38-431.01		

The agency [here after referred to as "Applicant"] requests authorization from the Arizona State Library, Archives and Public Records [here after referred to as "LAPR"], 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 list of record series to be imaged.

REFER TO THE MINIMUM STANDARDS FOR DIGITAL IMAGING OR SCANNING OF TEXTUAL DOCUMENTS BEFORE COMPLETING THIS FORM. CHECK ALL OF THE CATEGORIES THAT APPLY IN PART 1 AND INITIAL ALL BOXES IN PART 2 OF THIS FORM.

PART 1: REQUEST FOR APPROVAL

A. X **RECORDS SCANNED FOR ACCESS OR WEB DISSEMINATION ONLY**

Records for web dissemination only may be scanned at 150 dpi bitonal or higher. The Applicant recognizes that the scanned web dissemination copy is not the official record, and will retain the official record for the period specified on a records schedule approved by LAPR. Certified copies must be made from the official record.

1. The format of the official records will be: Paper OR Microfilm
2. The Applicant will retain the official records only for the period specified on a records schedule approved by LAPR, and will suspend scheduled destruction of any record potentially responsive to reasonably foreseeable litigation, audit, or investigation.
3. The Applicant may destroy copies of the records before, but not retain longer than, the approved retention period.

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/arm>

Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov



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4. For Permanent Records Only: Per ARS 41-151.15 a. All records are the property of this state. The official paper or microfilm record shall be kept by the Applicant or transferred to the State Archives for permanent retention.

In order to comply with this imaging request, the public body of a city or town recognizes that permanent records covered by this request meet or exceed the state standards per ARS 39.101.

5. Records will be scanned into the following file format(s):
 GIF PNG JPEG TIFF v6⁴ PDF² PDF/A³ JPG2000
6. Records will be scanned at the following minimum scan resolution(s):
150 dpi Bitonal 8-bit grayscale 24-bit color
7. IMAGING SYSTEM HAS ABILITY TO COMPLETELY PURGE/DESTROY/EXPUNGE OBSOLETE RECORDS (IMAGES) Yes No
8. OPEN SYSTEM ARCHITECTURE Yes No
9. NON PROPRIETARY HARDWARE AND SOFTWARE Yes No

B. TOTAL RETENTION THIRTY YEARS OR UNDER

1. The format of the official records will be: Paper Digital Microfilm
2. The Applicant will retain the official records only for the period specified on a records schedule approved by LAPR, and will suspend scheduled destruction of any record potentially responsive to reasonably foreseeable litigation, audit, or investigation.
3. The Applicant may destroy copies of the records before, but not retain longer than, the approved retention period.
4. Records will be scanned into the following file format(s):
 TIFF v6^{1 or 4} PDF² PDF/A³ JPG2000
5. Records will be scanned at the following minimum scan resolution:
 dpi Bitonal 8-bit grayscale 24-bit color
6. IMAGING SYSTEM HAS ABILITY TO COMPLETELY PURGE/DESTROY/EXPUNGE OBSOLETE RECORDS (IMAGES) Yes No
7. OPEN SYSTEM ARCHITECTURE Yes No
8. NON PROPRIETARY HARDWARE AND SOFTWARE Yes No

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C. _____ TOTAL RETENTION THIRTYONE YEARS OR LONGER (NOT PERMANENT)

1. 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 (for State Agencies only)
2. 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
3. Records will be scanned into the following file format(s):

TIFF v6¹ PDF² PDF/A³
4. Records will be scanned at the following minimum scan resolution:

_____ dpi Bitonal 8-bit grayscale 24-bit color
5. IMAGING SYSTEM HAS ABILITY TO COMPLETELY PURGE/DESTROY/EXPUNGE OBSOLETE RECORDS (IMAGES)

Yes No
6. OPEN SYSTEM ARCHITECTURE

Yes No
7. NON PROPRIETARY HARDWARE AND SOFTWARE

Yes No

PART 2: GENERAL REQUIREMENTS FOR ALL OPTIONS LISTED ABOVE

Applicant initials all below

In order to comply with this imaging request, the public body of a city or town must read the Minimum Standards for Digital Imaging or Scanning Textual Documents and recognizes that the scanned records covered by this request meet or exceed the minimum standards.

In order to comply with this imaging request, the public body of a city or town acknowledges 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 minimum standards.

In order to comply with this imaging request, the public body of a city or town acknowledges that a migration/exit plan has been developed and will be followed for all records approved under this request.

In order to comply with this imaging request, the public body of a city or town acknowledges that the digital images will be appropriately indexed for retrieval and retention period based on key data elements in the records (date, name of parties to the records, and other information specific to the particular records series).

In order to comply with this imaging request, the public body of a city or town will institute a quality control process that includes inspecting at least 20% of all records to ensure that all information on the scanned version is legible.

Attached the list of record series to be imaged.

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PART 3: AUTHORIZATION

REQUESTOR:

Agency or Political Subdivision Title:	
Name (type or print):	Title: Records Officer or Designee (type or print):
Signature:	Date:
Phone:	E-Mail:

ACTION AUTHORIZED

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.

AUTHORIZED BY:

Melanie Sturgeon, State Archivist and Director
Archives and Records Management

Date Approved

Records Analyst (or designee)
Jerry Lucente-Kirkpatrick, Records Analyst, Records Management Center

Date Approved

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