



Arizona State Library, Archives and Public Records

REQUEST FOR DOCUMENT IMAGING OF PUBLIC RECORDS WHEN THE SOURCE DOCUMENTS ARE NOT DESTROYED

REQUEST

All Arizona Municipalities are authorized by the Arizona State Library, Archives and Public Records, in accordance with ARS §41-1348, to scan records described on the attached list and agree to comply with the following conditions and standards:

1. The records covered by the agreement include (list record series, estimated length of time the records must be kept, and retention period, or attach a list for multiple record series):
Meeting Action Summary or Recording
Public Meeting Notices
Campaign Finance Reports
2. The official copy of the records is on paper or microfilm.
3. The Applicant will retain the official, paper 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.
4. The official copy of the records shall be kept by the Applicant, transferred to the State Records Center for storage, or - if permanent - transferred to the State Archives.
5. 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.
6. 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.
7. The Applicant certifies that the system on which the electronic records are stored is backed up and that the backups are routinely verified.
8. 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:
9. The Applicant certifies that the benefits of digitizing these records justifies the costs and is ready to demonstrate that to any concerned party.

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

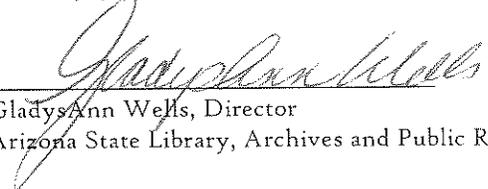
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10. For state agencies only, the Applicant has submitted a Project Investment Justification (PIJ) to the Government Information Technology Agency (GITA) if required. For more information, see <http://azgita.gov/project%5Fpij%5Fmonitoring/>

AUTHORIZATION

As authorized under ARS §41-1348, 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 §41-1438.

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



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



Date Approved:

RECORDS COVERED BY THIS REQUEST

NON-PERMANENT RECORDS

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
- List of indexed fields		
Meeting Action Summary or Recording		
Public Meeting Notices		
Campaign Finance Reports		

ARCHIVAL RECORDS

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

Record series	Retention Period	Transfer to State Archives
	Permanent	