



**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.

<b>SUBMISSION DATE:</b>		<b>EXPIRATION DATE:</b>	
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<b>Agency or Political Subdivision Title:</b>	
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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. \_\_\_\_\_ **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.

- The format of the official records will be:  Paper  Microfilm
- 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.
- 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](mailto: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.

The applicant recognizes that permanent records covered by this request meet or exceed the state standards per ARS 39.101.

\_\_\_\_\_ Applicant initials

5. Records will be scanned into the following file format(s):  
 GIF     PNG     JPEG     TIFF v6<sup>4</sup>     PDF<sup>2</sup>     PDF/A<sup>3</sup>     JPG2000
6. Records will be scanned at the following minimum scan resolution:  
 \_\_\_\_\_ 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<sup>1 or 4</sup>     PDF<sup>2</sup>     PDF/A<sup>3</sup>     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 v6<sup>1</sup>     PDF<sup>2</sup>     PDF/A<sup>3</sup>
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**

The Applicant has 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.	<b>Applicant initials</b>
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 minimum standards.	<b>Applicant initials</b>
The Applicant certifies that a migration/exit plan has been developed and will be followed for all records approved under this request.	<b>Applicant initials</b>
The Applicant certifies 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).	<b>Applicant initials</b>
The Applicant 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.	<b>Applicant initials</b>
The Applicant certifies that the benefits of digitizing these records justifies the costs and is ready to demonstrate that to any concerned party.	<b>Applicant initials</b>
The Applicant has attached the list of record series to be imaged.	<b>Applicant initials</b>
Due to costs and long term commitment of information technology resources, the Applicant certifies they have discussed this scanning project with the CIO/CTO/ IT director, or equivalent, within your agency.	<b>Applicant initials</b>

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**PART 3: AUTHORIZATION**

**REQUESTOR:**

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

**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)  
Records Management Center

\_\_\_\_\_  
Date Approved

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Revised 6/2014

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## INSTRUCTIONS

### PART 1: REQUEST FOR APPROVAL

1. In the top section enter the name of your Agency or Political Subdivision and include any subdivision breakdown for division, department or unit.
2. The *Minimum Standards for Digital Imaging or Scanning Textual Documents* may be found on the State Library, Archives and Records Management website at:

<http://www.azlibrary.gov/arm>

3. Check all applicable boxes for A, B and C and initial where required.

### PART 2: GENERAL REQUIREMENTS FOR ALL OPTIONS LISTED ABOVE

1. Initial all boxes for *Applicant initials* to indicate you have read the general requirements.

### PART 3: AUTHORIZATION

1. Fill in the contact information for the requestor seeking approval.

### ATTACHMENT: RECORDS SERIES TO BE IMAGED

1. List the Record Series title(s) associated with this imaging request using the exact record series name(s) found on the approved Retention Schedule(s) being followed.
2. Enter either the schedule number or approved date for the Retention Schedule for each record series title.
3. Enter the item number for the record series title from the schedule for each record series title.

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