



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



**Joan Clark, State Librarian & Director**

**ARCHIVES AND RECORDS MANAGEMENT**

**Submission date:** \_\_\_\_\_

**Approval date:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_

**Microfilm Control #: MCN** \_\_\_\_\_

## REQUEST FOR MICROFILMING 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>Agency or Political Subdivision Title:</b> (here after referred to as "Applicant")	
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The 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 microfilm records described below and agrees to comply with the conditions and standards in Parts 1 and 2:

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #

**REFER TO THE APPLICABLE LAPR STANDARDS 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: APPROVAL**

A. \_\_\_\_\_ **PERMANENT RETENTION**

The applicant recognizes that archival (permanent) records covered by this request are to be retained permanently, and that the microfilm copy meets or exceeds the state standards per ARS §39.101.

The applicant recognizes that the microfilmed copy may become the official copy, and if the source records are to be destroyed, 100% of the records will be verified to ensure that all the information on the microfilmed versions is legible.

B. \_\_\_\_\_ **NON-PERMANENT RETENTION**

The applicant agrees that the microfilm copy meets or exceeds state standards per ARS §39.101.

The applicant will institute a quality control process that includes inspecting at least 20% of all records to ensure that all information on the microfilmed versions are legible.



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## REQUEST FOR MICROFILMING OF PUBLIC RECORDS

**C. \_\_\_\_\_ MICROFILM INFORMATION**

i. Filming performed by:

- Submitting Agency                       State Records Management Center  
 Vendor

\_\_\_\_\_ *Vendor name*

ii. Processing performed by:

- Submitting Agency                       State Records Management Center  
 Vendor

\_\_\_\_\_ *Vendor name*

iii. Microfilm created using the following camera types:

- Planetary                       Rotary                       Digital

iv. Film Format:

- 35mm                       16mm (only permitted for letter/legal size source documents)

v. Copy for Office Use:

- Microfilm Diazo                       Digital image

**\_\_\_\_\_ DIGITAL USE COPY**

- a. A digital use copy will be created and will be retained for the period specified on a records schedule approved by LAPR.
- b. The digital copy meets or exceeds the *Minimum Standards for Digital Imaging or Scanning Textual Documents* standard.

**D. \_\_\_\_\_ MICROFILM WILL BE USED FOR:**

- Record                       Disaster recovery                       Reference use

**E. \_\_\_\_\_ PHYSICAL LOCATION OF MICROFILM**

The Applicant ensures that the microfilmed copies of the records are kept as specified on a records retention schedule approved by the Arizona State Library, Archives and Public Records. The microfilm will be retained as follows:

i. **SILVER MASTER, 1ST GENERATION RECORD**

- Submitting Agency                       State Records Management Center  
 State Archives                       Vendor

\_\_\_\_\_ *Vendor name*



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**ii. SILVER DUPLICATE, 2ND GENERATION COPY**

Submitting Agency                       State Records Management Center

State Archives

Vendor

\_\_\_\_\_ *Vendor name*

**iii. DIAZO DUPLICATES, 3RD GENERATION COPIES**

Submitting Agency                       State Records Management Center

State Archives

Vendor

\_\_\_\_\_ *Vendor name*

**F. \_\_\_\_\_ SOURCE DOCUMENTS WILL BE:**

Retained

Destroyed

Transferred to State Archives

**BY WHOM:**

Submitting Agency

State Records Management Center

State Archives

Vendor

\_\_\_\_\_ *Vendor name*

**GENERAL REQUIREMENTS FOR ALL OPTIONS LISTED ABOVE**

**PART 2: CERTIFICATION**

**Applicant initials all below**

The Applicant certifies that the microfilmed copies meet or exceed current state standards.	<b>Applicant initials</b>
The Applicant certifies that a Certificate of Compliance form is used to certify that the microfilm was processed in accordance with standards published by LAPR. The certificate will be filed annually if the filming is not performed by LAPR, Records Management Center.	<b>Applicant initials</b>
For 16mm film, the applicant certifies that records filmed do not exceed 11" x 14" with a 1:32 reduction. <i>(Standards for Permanent Records)</i>	<b>Applicant initials</b>
For 35mm film, the applicant certifies that records filmed may be larger than 11' x 14" and do not exceed 1:24 reduction. <i>(Standards for Permanent Records)</i>	<b>Applicant initials</b>
For 35mm film of architectural, engineering and topographical drawings not exceeding 36" x 48.6", the applicant certifies that records filmed do not exceed 1:30 reduction. <i>(Standards for Permanent Records)</i>	<b>Applicant initials</b>



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## REQUEST FOR MICROFILMING OF PUBLIC RECORDS

**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 the methods of production, reproduction and storage and the equipment which the agency proposes 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

**RECORDS MANAGEMENT CENTER**

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

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



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## REQUEST FOR MICROFILMING OF PUBLIC RECORDS

### INSTRUCTIONS

In the top section enter the name of your Agency or Public Body, and include any subdivision breakdown for division, department or unit.

In the table provided, fill in the Record Series Title(s) for which the requestor is seeking approval. Include the schedule number or date and the item numbers as they appear on the approved retention schedule.

If items are not currently listed on an approved schedule, list them following the terminology used in office and briefly describe what the records are and their purpose.

#### PART 1: REQUEST FOR APPROVAL

1. Refer to the applicable LAPR Standards before completing this form.
2. Check all items that apply for sections A through F of the approval portion of this form.

#### PART 2: CERTIFICATION

1. Read and initial all boxes in the certification portion of this form.
2. Enter Requestor name, title, phone number and email; then sign and date the form.

**Once approval has been granted a copy of the request will be forwarded to the agency. Please note the Microfilm Control # (MCN#) provided by LAPR at the top of the form. This number will be used in conjunction with the *Certificate of Compliance*, to be used by the agency and their vendor and returned to LAPR.**

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