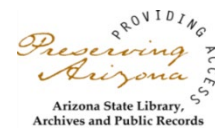




**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**Dr. Ted Hale, State Archivist  
Director, State Archives and Records Management**

**CONTRACTED DOCUMENT IMAGING SERVICES AGREEMENT FORM**

The Arizona State Library, Archives and Public Records (ASLAPR) department requires, pursuant to ARS §41 151.16, that all State of Arizona public bodies (hereafter “public bodies” or “public body”), submit requests for approval to image records.

The State of Arizona currently has a contract (hereafter “contract”) with **DocuLynx (contract # ADSPO18-185888), ICM Conversions Inc dba ICM Document Solutions (contract # ADSPO18-185890) and SecureOne Outsource Solutions Inc (contract #ADSPO18-185889)** to provide document imaging services for participating public bodies. This agreement is only applicable to the contract numbers listed above.

With the appropriate consent to the conditions listed below, ASLAPR grants approval to the undersigned public body, using a participating and approved Contractor (hereafter “Contractor”) engaged in one of the active Statewide contracts listed above for document imaging services. This completed Agreement Form will serve as general approval for the imaging done by the Contractor on the public body’s behalf. This completed Agreement Form removes the need for the public body to submit and receive individualized approval for Contractor-completed document imaging applicable to public records.

Acceptable minimum document imaging standards are noted in the table below.

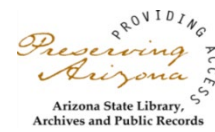
	<b>Convenience or access scanning only</b> (originals not destroyed)	<b>Retention of records 30 years or less</b> (official copy may be electronic)	<b>Retention of records 31 years and longer but not permanent</b> (official copy may be electronic)
<b>Black and White</b>	150 or 200 dpi 8 – bit grayscale or 200 dpi bitonal	200 dpi grayscale or 200 dpi bitonal	400 dpi bitonal or 600 dpi 8-bit grayscale
<b>Color</b>	300 dpi 24-bit color	300 dpi 24-bit color	600 dpi 24-bit color

- The public body, in cooperation with the Contractor, agrees to submit a cost-benefit/feasibility study for the imaging of any records with a retention period of 31 years or more.

The following exceptions and considerations apply to this agreement:



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- If a public body is scanning some portion of its material apart from the imaging project under the contract, that portion is subject to the usual ASLAPR document imaging approval process, found at <http://www.azlibrary.gov/arm/forms>
- Records that have a Permanent retention status according to a current retention schedule approved by ASLAPR are **not** included in this agreement, other than for the specific purpose of creating access or convenience copies. Original Permanent records are **not** eligible to be destroyed. Please contact ASLAPR at [records@azlibrary.gov](mailto:records@azlibrary.gov) or 602-926-3815 for questions about identifying retention periods and appropriate management of Permanent records.
- If the appropriate standards for imaging as referenced above are not being met, regardless of cause, appropriate remediation steps must be taken and reviewed with the responsible parties. For more guidance on standards, statutes, forms and approvals, please visit <http://www.azlibrary.gov/arm/guidance-standards-and-statutes>.
- This agreement will remain in effect as long as the Contractor has an active Statewide contract, not to exceed the maximum end date of October 30, 2022. If a material change in imaging standards is put into effect by ASLAPR or its legitimate successor, notification will be sent to all participating entities.

By signing below, the authorized public body representative attests that the public body named below will abide by the terms of this agreement.

<b>Public Body Name:</b>	
<b>Public Body Representative Name:</b>	
<b>Public Body Representative Title:</b>	
<b>Public Body Representative Signature:</b>	
<b>Date Signed:</b>	
<b>ASLAPR Representative Name:</b>	
<b>ASLAPR Representative Signature:</b>	
<b>Date Signed:</b>	