



SECRETARY OF STATE

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



REQUEST FOR DOCUMENT IMAGING OF PUBLIC RECORDS

FOR DIGITIZATION OF ALL PUBLIC RECORDS

THIS FORM IS REQUIRED FOR A RECORD WITH RETENTION OF OVER 10 YEARS

Pursuant to ARS §41-151.16(A), every state, county, or local agency may implement a program for the imaging of records in its custody to a film or digital medium, and classify, catalogue, and index such records for convenient reference or reproduction to the public. The agency, before the implementation of any such program, must obtain approval from the Director of the Arizona State Library, Archives and Public Records or their designee. Approval for imaging will be decided by weighing the types of records to be reproduced, the length of retention, the equipment and methods of reproduction, and the storage which the agency proposes to use in connection with this imaging project.

Refer to the *Minimum Standards for Digital Imaging or Scanning of Textual Documents* prior to completing this form.

****Per ARS §41-151.15(A), all permanent records are not to be destroyed. The original paper or microfilm record shall be kept for permanent retention as the official record by the agency or transferred to the State Archives. The official record designation cannot be transferred to the digitized record for permanent records. ****

NOTE OF INSTRUCTION:

Complete pages 1 and 2 for imaging records with retention periods from 10-30 years. (Source record **CAN** be destroyed)

Complete pages 1-3 for records with a retention of over 30 Years. (Source record **CANNOT** be destroyed if permanent)

Utilizing a record code with an indefinite retention (e.g. "for the life of the system/building") should be noted on Page 3 if the retention is likely to exceed 30 years.

The Applicant will suspend scheduled destruction of any imaged record subject to any litigation, audit, or investigation.

The agency [hereafter referred to as "Applicant"] requests authorization from the Arizona State Library, Archives and Public Records [hereafter referred to as "LAPR"], in accordance with ARS §41-151.16, to digitize records described within this request and agrees to comply with the above and applicable statutes and standards:

Agency Name (Applicant):		
Agency Records Officer Name:	Agency Records Officer Signature:	Submission Date:
Agency Records Officer Title:	Email Address:	Telephone:

Important Note: If approved, this imaging request is valid for (5) years. After that period, it will be deemed invalid. If imaging of records continues beyond the (5) year period, a new Imaging Request Form will be required.

THIS IMAGING REQUEST FORM IS VALID UNTIL _____.

Filled Upon Approval

RECORDS MANAGEMENT BRANCH
1901 West Madison Street • Phoenix, Arizona 85009
(602) 926-3720 • records@azlibrary.gov • www.azlibrary.gov



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GENERAL REQUIREMENTS

Read all requirements and check the box in agreement to follow the requirements

Initial

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.	
I certify the imaged records reported on this request will become the official copy and must be kept by the Applicant, and made available to the public, for the period specified on a LAPR-approved retention schedule.	
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).	
The Applicant will institute a quality control process of inspecting records and verifying legibility.	
The Applicant certifies that a migration/exit plan has been developed and will be followed for all records approved under this request including that the imaging system must have the ability to completely purge/destroy/ expunge obsolete records.	
Records will be scanned into the following file format(s): TIFF PDF PDF/A	
Records will be scanned at the following minimum scan resolution: 300 dpi 24-bit color 400 dpi Bitonal 600 dpi grayscale 600 dpi 24-bit color	
For State Agencies Only: The Applicant understands that for large or long-term imaging projects, based on cost, they may be required to submit a Project Investment Justification (PIJ) to the Arizona Department of Administration/Arizona Strategic Enterprise Technology (ASET).	

AUTHORIZATION

As authorized under ARS §41-151.16, the Arizona State Library, Archives, and Public Records hereby authorizes the Applicant to reproduce the records listed in this request using electronic media for a period of (5) years from the authorization date. Failure to comply with the established process and procedures is a violation of ARS §41-151.16.

Records Analyst:	Date:
Records Administrator:	Date:

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FOR DIGITIZATION OF RECORDS WITH RETENTION OF OVER 30 YEARS

The applicant intends to image the following permanent records: *(please list RSNs)*

The applicant intends to image ALL permanent records

****Per ARS §41-151.15(A), all permanent records are not to be destroyed. The original paper or microfilm record shall be kept for permanent retention as the official record by the agency or transferred to the State Archives. The official record designation cannot be transferred to the digitized record for permanent records. ****

The applicant intends to image the following long term records: *(please list RSNs with over 30 Yr Retention)*

The applicant acknowledges that permanent records cannot be destroyed and that the official record status for the imaged Record Series Numbers (RSNs) of permanent records cannot be transferred to the digitized record and must be kept in accordance with ARS §41-151.15(A).

Records Officer Name: *(Please print or type)*

Records Officer Signature:

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