



SECRETARY OF STATE

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE



IMAGING REQUEST FORM
NON-PERMANENT TEN YEARS OR MORE

REQUEST FOR DOCUMENT IMAGING OF PUBLIC RECORDS

AS OF 10/1/2023 THE ARIZONA ARCHIVES AND RECORDS MANAGEMENT WILL ONLY REQUIRE IMAGING FORMS FILLED OUT FOR ITEMS WITH A RETENTION TIME OF TEN YEARS OR MORE

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.

On approval from the director, non-permanent documents may be destroyed after imaging. Per ARS §41-151.15 a.

The agency or public body [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 digitize records described on the attached list and agrees to comply with the following conditions and standards:

Please Note that this imaging request will expire after five years and must be re-submitted if the imaging of these documents is ongoing.

Form with fields: Applicant, Records Officer Name, SUBMISSION DATE, Expiration Date

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.





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

The Applicant has read the <i>Minimum Standards for Digital Imaging or Scanning Textual Documents</i> and recognizes that the scanned records covered by this request meet or exceed the minimum standards.	Records Officer initials: _____
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.	Records Officer initials: _____
The Applicant certifies that the benefits of digitizing these records justifies the costs and is ready to demonstrate that to any concerned party.	Records Officer initials: _____
The Applicant certifies that the images will use the most current versions of scanned output for the file format and that the images will conform to the minimum standards.	Records Officer initials: _____
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).	Records Officer initials: _____
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.	Records Officer initials: _____
The Applicant certifies that a migration/exit plan has been developed and will be followed for all records approved under this request.	Records Officer initials: _____
The Applicant has attached the list of record series to be imaged.	Records Officer initials: _____
<b><i>For State Agencies Only:</i></b> 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).	Records Officer initials: _____

**ARCHIVES AND RECORDS MANAGEMENT**

1901 West Madison Street • Phoenix, Arizona 85009

(602) 926-3720 • records@azlibrary.gov • http://www.azlibrary.gov/arm





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PART 4: AUTHORIZATION

REQUESTOR:

Form with fields for Agency or Political Subdivision, Name (Print), Signature, Phone, Records Officer or Designee (type or print), Date, and Email.

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:

Records Analyst (or designee)

Date Approved

Administrator (or designee)

Date Approved

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