



SECRETARY OF STATE

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



# IMAGING REQUEST FORM

## PERMANENT RECORDS – FOR WEB DISSEMINATION ONLY

**EFFECTIVE OCTOBER 1, 2023, THE ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS – RECORDS MANAGEMENT BRANCH WILL ONLY REQUIRE IMAGING REQUEST FORMS FOR ITEMS WITH A RETENTION PERIOD 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. 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.

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 by the agency or transferred to the State Archives.

Refer to the [Minimum Standards for Digital Imaging or Scanning of Textual Documents](#) prior to completing this form. Be sure to check all the categories that apply in Part 1 and initial all boxes in Part 2 of this form.

**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 specified in this request 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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### PART 1: REQUEST FOR APPROVAL

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 LAPR-approved record retention schedule. Certified copies must be made from the official record.

I, \_\_\_\_\_, certify that the items to be imaged are permanent and will not be subject to destruction.  
Agency Records Officer

1. The format of the official record(s) will be:      Paper              Microfilm/Microfiche
2. When imaging permanent records, the original paper or microfilm/microfiche shall either be kept by the Applicant or transferred to the State Archives for permanent retention.
3. When permanent records are transferred to the State Archives, the records become legal property of LAPR and cannot be returned to the Applicant in parts.
4. The Applicant **MUST** suspend scheduled destruction of any imaged record(s) subject to litigation, audit, or investigation.
5. The Applicant may dispose of non-official or non-usable copies of imaged records prior to the end of the approved retention period.
6. The imaging system used by the Applicant must be capable of completely purging and destroying obsolete records (images).
7. The imaging project will be performed by:      Agency Staff              Vendor: \_\_\_\_\_
8. The imaging software/platform and equipment to be used is:     Custom/In-House     Proprietary: \_\_\_\_\_
9. The imaging system is open architecture.     Yes     No
10. Records will be scanned into the following file format(s):     TIFF     PDF     PNG     JPG
11. Records will be scanned at the following minimum scanning resolution:
  - 150 dpi bitonal     200 dpi grayscale     200 dpi bitonal     300 dpi 24-bit color



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PART 2: GENERAL REQUIREMENTS FOR ALL IMAGING

Table with 2 columns: Requirement text and Agency Records Officer Initials. Contains 9 rows of requirements for digital imaging, including standards, costs, benefits, file formats, indexing, quality control, migration plans, and state agency specific requirements.



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## PART 3: RECORD SERIES TO BE IMAGED

1. List the Record Series No.(s) and Record Series Title(s) related to this imaging request.
2. Enter the retention period of each record series.
3. Enter the number of documents to be imaged under this request.

Record Series No.	Record Series Title	Retention Period	No. of Documents to be Imaged

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## PART 4: 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 Records Administrator's authorization date. Failure to comply with the established process and procedures is a violation of ARS §41-151.16.

Records Analyst: \_\_\_\_\_ Authorization Date: \_\_\_\_\_

Records Administrator: \_\_\_\_\_ Authorization Date: \_\_\_\_\_