

# Imaging Information Form

Use this form with:  
 Digital Imaging Guidelines, 2019  
 Producing High Quality Microfilm, 2005

**SCOPE:** The information on this form creates a technical specification for producing high quality images. Governments/agencies contracting with an imaging vendor should attach whatever additional contracting documents your government requires. A typical bid offering will consist of at least these items:

- this Imaging Information Form
- the Digital Imaging Guidelines and/or Microfilm Production Guidelines
- internal contracting materials

Instructions for completing this form follow, see *Instructions for Completing Imaging Information Form*.

## 1. NAME OF GOVERNMENT

## 2. PREPARED BY *(Print)*

TELEPHONE NUMBER *(Include Area Code)*

## 3. NAME OF RECORDSERIES

## 4. Datespan:

## 5. Retention schedule and item number:

## 6. Arrangement: The records in this series will be imaged in this existing order:

A. **Alphabetically**  by personal name *(last name first)*

by corporate name *(business name)*

by another alphabetical order, *(describe)* \_\_\_\_\_

B. **Numerically**  by parcel number

by case number

by personal identification number

by another numerical order, *(describe)* \_\_\_\_\_

C. **Chronologically**  by year/month/day (yyyy/mm/dd)

by month/day/year (mm/dd/yy)

by another chronological order, *(describe)* \_\_\_\_\_

D.  by a **COMBINATION** of the above, or other factors. Describe the hierarchy of the records:

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E.  in **RANDOM** order, requiring a separate index for document retrieval. Describe the indexing system:

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7. \_\_\_\_\_ Total number of DOCUMENTS  
\_\_\_\_\_ % ◀ PERCENTAGE of documents that have information on both sides of the sheet
8. \_\_\_\_\_ ◀ Total number of IMAGES
- 8a. \_\_\_\_\_ ◀ Total number of ROLLS
- 16mm microfilm -- office documents (divide total images by 2500)
  - 35mm microfilm -- bound documents (divide total images by 1000)
  - 35mm microfilm -- drawings (divide total images by 500)
9. \_\_\_\_\_ ◀ Number of images by which this record series INCREASES by each year

10. Condition of Documents:

A. Size

\_\_\_\_\_ Length \_\_\_\_\_ Width ◀ LARGEST Document

\_\_\_\_\_ Length \_\_\_\_\_ Width ◀ SMALLEST Document

B. Age/Brittleness/Fasteners

\_\_\_\_\_ Years ◀ AGE of paper (oldest)

Yes  No ◀ Edges of paper are FLAKING

\_\_\_\_\_ % ◀ Percentage of the documents which have FASTENERS (staples, paper clips, etc.)

C. Enclosure

Yes  No ◀ Are documents in folders?

Yes  No ◀ Are documents bound? *If yes,*

Yes  No ◀ Can the books be disbound?

Type of binding:

- sewn (only)     sewn and glued     drill post     comb (green bar printout)
- glued (only)     ring     clamp
- other \_\_\_\_\_

**D. Lay of the paper**

- \_\_\_\_\_ % ◀ Percentage of the documents which are FLAT
- \_\_\_\_\_ % ◀ Percentage of the documents which are ROLLED
- \_\_\_\_\_ % ◀ Percentage of the documents which are FOLDED

**E. Color of the paper**

- \_\_\_\_\_ % ◀ Percentage of documents on WHITE PAPER
- \_\_\_\_\_ % ◀ Percentage of the documents on \_\_\_\_\_ paper  
(Indicate color)
- \_\_\_\_\_ % ◀ Percentage of the documents on \_\_\_\_\_ paper  
(Indicate color)
- \_\_\_\_\_ % ◀ Percentage of the documents on \_\_\_\_\_ paper  
(Indicate color)
- \_\_\_\_\_ % ◀ Percentage of documents that are BLUEPRINT or PHOTOSTAT

**F. Imprint** *(More than one entry may be checked)*

- handwritten only       printed/typed only       handwritten and printed
- ink       pencil       carbon paper

**G. Color of imprint** \_\_\_\_\_

**11. Document Preparation for Imaging**

- A.  the Government/Agency  
 the imaging vendor      ◀ FILE ORGANIZATION shall be performed by *(check one)*

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- B.  the Government/Agency  
 the imaging vendor      ◀ PURGING shall be performed by *(check one)*

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- C.  the Government/Agency  
 the imaging vendor      ◀ PREPPING the documents shall be performed by *(check one)*

**12. Records Usage**

- A. \_\_\_\_\_ ◀ Estimated ANNUAL number of people who use this record series
- B. \_\_\_\_\_ ◀ Monthly number of "look-ups" (reference or retrieval)
- C. From the date of document creation, most retrievals occur within
  - one week     one month     one year
  - 2 - 6 years     continued steady usage
- D. The persons who **handle these documents** are
  - employees only
    - this department only     several departments
  - public
  - other *(describe)* \_\_\_\_\_

E. The persons who **use these documents** are:

- employees only
- this department only     several departments
- public
- other (*describe*) \_\_\_\_\_

F. \_\_\_\_\_ minutes    ◀ How much time is normally necessary to retrieve a document?

G. \_\_\_\_\_ minutes    ◀ no more than

H. Does retrieving documents entail any special problems? (*If yes, describe*) \_\_\_\_\_

I.  Yes     No    ◀ Does one document have to be compared to another?

*If yes, are the two documents*

- from the SAME record series?
- from DIFFERENT record series?

J.  Yes     No    ◀ Are the documents COPIED?

K. \_\_\_\_\_    ◀ Approximately how many copies are produced monthly?

**13. Digital Format**

Use State Archives Digital Imaging Guidelines, 2019 for digital format creation.

A. \_\_\_\_\_ TIFF

B. \_\_\_\_\_ PDF/A

C. \_\_\_\_\_ PDF

Use ONLY used for records with less than 10-year retention period.

**14. Microfilm Format**

Use State Archives Producing High Quality Microfilm, 2005 for film creation.

A. The first-generation silver-gelatin (camera) film shall be (*check one*):

- 16mm roll microfilm
- 35mm roll microfilm

**Warning: First generation silver-gelatin microfilm (camera film) shall not be jacketed**

B.  Yes     No    ◀ Is a second-generation silver gelatin negative required?

C.  Yes     No    ◀ Is a second-generation diazo (duplicate) required?

*If yes, the duplicate shall be:*

- 16mm or 35mm roll microfilm - (Number of duplicates required\_\_\_\_)
- loaded into 105mm x 148mm microfiche jackets - (Number of duplicates required\_\_\_\_)
- loaded into 105mm x 148mm microfiche jackets AND duplicated to unitized microfiche - (Number of duplicates required\_\_\_\_)

**15. Delivery Date:** All paper records and completed images shall be returned to the contracting government/agency not later than \_\_\_\_\_

**Additional Information:**

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**DATE THIS FORM COMPLETED:**

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