Imaging Information Form

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 RECORD/SERIES

4. Date span:

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:


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


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

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
<th>▶ LARGEST Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
<th>▶ SMALLEST Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 (indicate color) paper

__________ %  ▲ Percentage of the documents on (indicate color) paper

__________ %  ▲ Percentage of the documents on (indicate color) paper

__________ %  ▲ 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)

B. ☐ the Government/Agency  ☐ the imaging vendor  ▲ PURGING shall be performed by (check one)

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

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 gelation 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: _____________________________________________

DATE THIS FORM COMPLETED: __________________________