

Imaging Certification Statement

This statement concerns images that are proposed by the accompanying records disposition request for the _____ program unit to replace original records for needed retention purposes. By signature of the agency Records Management Officer, it certifies: (1) that the images will accurately and completely reproduce all the information in the records being imaged; (2) that the imaged records will not be rendered unusable due to changing or proprietary technology before their retention and preservation requirements are met; (3) that the imaging system will not permit additions, deletions, or changes to the images without leaving a record of such additions, deletions, or changes; and (4) that the agency will be able to authenticate the imaged records by competent testimony or affidavit which shall include the manner or method by which tampering or degradation of the reproduction is prevented.

(Agency)

(Signature of Records Management Officer)

(Date)

N.B. The agency Records Management Officer should consult with the agency Chief Information Officer or other relevant staff before signing this statement, to ensure that the indicated certification is accurate.

For assistance in managing imaging systems and meeting certification requirements, agencies can refer to State Archives Publication #00, *Imaging Production Guidelines*; Publication #22, *Guidelines for Ensuring the Long Term Accessibility and Usability of Records Stored as Digital Images*; and Publication SGP10, *Guidelines for the Legal Acceptance of Public Records in an Emerging Electronic Environment*, available at www.archives.nysed.gov. Agencies are also invited to contact Government Records Services of the State Archives for additional assistance, at 518-474-6926.