

Imaging and Microfilming Project Information Form

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|--|---|--|---|---|---|-------------|
| GOVERNMENT NAME | | | | | | |
| ACTIVITIES (CHECK ALL THAT APPLY) IMAGING <input type="checkbox"/> PAPER DOCUMENTS TO DIGITAL IMAGE <input type="checkbox"/> MICROFILM IMAGES TO DIGITAL IMAGE <input type="checkbox"/> DIGITAL DOCUMENTS TO DIGITAL IMAGE | | MICROFILMING <input type="checkbox"/> PAPER DOCUMENTS TO MICROFILM <input type="checkbox"/> DIGITAL IMAGES TO MICROFILM | | | | |
| RECORDS DESCRIPTION | | | | | | |
| NAME OF RECORDS SERIES | | RETENTION PERIOD (YEARS) | | | | |
| DATE RANGE OF RECORDS | | RECORDS DISPOSITION AUTHORIZATION NUMBER | | | | |
| TOTAL NUMBER OF IMAGES | | Explain in the narrative any discrepancies between the number of images and the number of pages. | | | | |
| MICROFILM Format of use copies: <input type="checkbox"/> Diazo or vesicular microfilm <input type="checkbox"/> Digital images Number of original rolls: 16mm 35mm Number of use rolls: 16mm 35mm | | | | | | |
| TYPE OF FILE: <input type="checkbox"/> Closed (no additional records) <input type="checkbox"/> Open (additional expected) ANNUAL GROWTH: pages per year ARRANGEMENT: <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Other (specify) | | | | | | |
| CHARACTERISTICS | | | | | | |
| ELECTRONIC DATA: <input type="checkbox"/> Digital images <input type="checkbox"/> Other electronic formats (such as word processing files) DOCUMENT SIZE: <input type="checkbox"/> Uniform <input type="checkbox"/> Varies Maximum size in inches: x Minimum size in inches: x PAPER TYPE: <input type="checkbox"/> Uniform <input type="checkbox"/> Varies <input type="checkbox"/> Bond <input type="checkbox"/> Tissue <input type="checkbox"/> Card <input type="checkbox"/> Other (specify) PAPER CONDITION: <input type="checkbox"/> Fragile % <input type="checkbox"/> Flat % <input type="checkbox"/> Rolled % <input type="checkbox"/> Folded % IMPRINT: <input type="checkbox"/> Typed <input type="checkbox"/> Handwritten <input type="checkbox"/> Pencil <input type="checkbox"/> Ink <input type="checkbox"/> Other (specify) <input type="checkbox"/> Photostat PAPER COLOR: <input type="checkbox"/> White % <input type="checkbox"/> Color % <input type="checkbox"/> Negative images % <input type="checkbox"/> Other: % FASTENERS: <input type="checkbox"/> Bound <input type="checkbox"/> Folders <input type="checkbox"/> Clips <input type="checkbox"/> Staples FREQUENCY OF FASTENERS: <input type="checkbox"/> Rare <input type="checkbox"/> Frequent <input type="checkbox"/> Always | | | | | | |
| RETRIEVAL | | | | | | |
| NUMBER OF REFERENCES: <i>per</i> <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year REFERENCES NEEDING COPIES: % RETRIEVAL URGENCY: <input type="checkbox"/> Immediate <input type="checkbox"/> Within 1 day <input type="checkbox"/> Within 1 week ACCESS: <input type="checkbox"/> Public <input type="checkbox"/> Staff <input type="checkbox"/> Both REFERENCE COPY: <input type="checkbox"/> Microfilm <input type="checkbox"/> Paper <input type="checkbox"/> Electronic copy | | | | | | |
| WORKPLAN | | | | | | |
| PERSONNEL RESPONSIBILITIES (check all that apply) | | | | | | |
| Vendor: <input type="checkbox"/> Microfilming <input type="checkbox"/> Scanning <input type="checkbox"/> Indexing or OCR cleanup/reformatting (include in RFQ) Staff: <input type="checkbox"/> Microfilming <input type="checkbox"/> Scanning <input type="checkbox"/> Indexing or OCR cleanup/reformatting | | | | | | |
| WORK RATE FOR INHOUSE IMAGING/MICROFILMING PROJECT | | | | | | |
| Number of hours of preparation time | + | Number of hours for image capture | + | Number of hours for image verification | = | Total hours |
| Preparation time: Baseline rate is 1,000 sheets per hour; more time may be required for older, worn records with clips or staples Image capture: Baseline rate is 675 pages per hour; rate may vary depending on type of scanner and condition of records Image verification: Baseline rate is 300 pages per hour | | | | | | |

Instructions for Completing Imaging and Microfilming Project Information Form

COMPLETE ONE FORM FOR EACH SEPARATE SERIES YOU ARE IMAGING OR MICROFILMING

Government Name: Enter the name of your government.

Activities: Check the activities you will carry out with this records series.

Paper documents to digital image: Scanning of paper

Microfilm documents to digital image: Scanning microfilm images

Digital documents to digital image: Converting e-documents (like Word files) to digital images

Paper documents to microfilm: Microfilming of paper

Digital images to microfilm: Printing digital images directly to microfilm

RECORDS DESCRIPTION

Name of Records Series: Enter the title of the records series you intend to scan or microfilm (e.g., "Birth Records," "Payroll Records," etc.).

Retention Period (Years): Enter the retention period for the records series to be scanned or microfilmed (e.g., "6 years," "Permanent," etc.).

Date Range of Records: Enter the earliest and latest years of the records series you intend to scan or microfilm.

Records Disposition Authorization Number: Enter the schedule item number (e.g., 90372 or 21323).

Total Number of Images: Enter the number of images to be scanned or microfilmed. For directions on how to estimate the number of images, see State Archives Publication #9, *Producing High Quality Microfilm*, p. 13–14. If microfilming, note that the number of images on a roll may not equal the number of pages.

Microfilm: If you are microfilming, enter format of your use copies (digital images or microfilm), the total number of camera (original) rolls, and the total number of duplicate (use) microfilm rolls, if applicable.

Type of File: Check appropriate box.

Annual Growth: Indicate the growth of the records series (whether paper or electronic) in number of pages per year.

Arrangement: Check appropriate box to indicate the order in which the records are currently arranged.

CHARACTERISTICS

Electronic Data: Indicate whether the INITIAL RECORDS you will be imaging or scanning are digital images versus other electronic formats (such as word processing files or database reports).

Document Size: Indicate whether the physical size of the paper documents or images (in the case of digital images) within the series is uniform or varies. Enter the maximum and minimum sizes of documents in inches. For electronic documents, assume the documents are 8½" X 11", unless the series has digital images of various sizes.

Paper Type: For paper documents, indicate each type of paper present in the records series.

Paper Condition: For paper documents, indicate the physical conditions of the records and the approximate percentages of documents in the series exhibiting those characteristics.

Imprint: For paper documents, indicate each type of imprint present on any of the pages in the records series.

Paper Color: For paper documents, indicate each of the colors of paper present in the records series and the approximate percentages of paper in the series with those colors.

Fasteners: For paper documents, indicate the type of fasteners used to hold pages together.

Frequency of Fasteners: Indicate how frequently documents in the records series are held together by fasteners.

RETRIEVAL

Number of References: Indicate the approximate rate at which users refer to information in this series.

References Needing Copies: Enter the approximate percentage of reference requests that require photocopies of records in this series.

Retrieval Urgency: Indicate the level of urgency with which the retrieval of records in this series is treated.

Access: Indicate whether staff, the public, or both can retrieve records from this series.

Reference Copy: Indicate the copy you INTEND TO USE to access this records series at the CONCLUSION of this project.

WORKPLAN

Personnel Responsibilities: Indicate whether the project will be done by a vendor and/or by staff. If a vendor will index the records, this activity should be included in the vendors' quotes.

Work Rate for Inhouse Imaging/Microfilming Project: If applicable, indicate the hours of staff time you will need to prepare the records for imaging or filming (e.g., flattening paper, removing fasteners), hours you will need for image capture (i.e., to actually scan or film the records), and hours for image verification to ensure the reformatted records are legible.