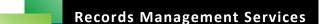
# Records Reproduction Act

The Records Reproduction Act (MCL 24.401 - 406) authorizes reproduction the of public records by Michigan government agencies. Agencies that want to destroy original documents and use their digital images or microfilm as their official record create their must images according to the State of Michigan's standards. These standards, and accompanying best practice documents, are available on online at

www.michigan.gov/recordsmanagement/.

## **Records Management Services**

administers the State of Michigan's master contracts with a vendor who reproduces records in compliance with these standards.





Imaging and Microfilming



## **Records Management Services**

3400 N. Grand River Ave. Lansing, MI 48909

517-335-9132

DTMB-ImagingServices@michigan.gov http://www.michigan.gov/recordsmanagement/



## Challenges of Storing Paper Records

Paper records can occupy a lot of office space. They can also be difficult to search for and use. Many offices want to convert their records to digital images to save space or improve efficiency. It is important to make cost-effective decisions when selecting a technology for storing records.

#### **Analyze the Records**

Records Management Services can conduct an analysis of your recordkeeping requirements.

Questions typically asked include:

- What is the record's retention period?
- What activity triggers the retention period?
- What is the volume of the records?
- How frequently are the records used?
- How many people access the records? Do multiple people need simultaneous access?
- Where are the users located?
- Are copies often sent to people outside of the office (including FOIA requests)?

- When does the reference activity change? Do the records have to be retained beyond this point in time?
- Are the records continuously modified?
- Are the records created in multiple formats (paper, e-mail, word processed documents, spreadsheets, etc.)?

The answers to these and other questions will help determine the most cost effective storage solution for the records.

### **Digital Imaging Solutions**

Multiple issues need to be addressed when designing a digital imaging solution, including:



- How and when will the paper records be converted into digital images?
- Will the existing paper files be scanned, or just the new documents created day-forward?
- What index terms will be used to search for the images after they are created?
- How will the quality of the digital images be verified before the original paper is destroyed?
- How will the images be stored and retrieved?
- Will the images contain confidential information?

#### **Microfilm Solutions**

Microfilm is still a costeffective for solution voluminous storing records with long or retention permanent periods. If it is created and stored properly, microfilm has a lifeexpectancy of 500 years. Microfilm can also be a good back-up for digital imaging systems, or a tool used for migrating images out of an existing imaging system for long term retention. Microfilm media is significantly more stable over time.

#### **Records Reproduction Services**

Please contact Records Management Services at 517-335-9132 to request an analysis and If the analysis cost estimate. determines that document а conversion is the best solution for your agency, Records Management Services will work with the State of Michigan's vendor to develop a Statement of Work (SOW).