

0910.08 Acquiring Imaging and Microfilm Services Through the State of Michigan Enterprise Contract

Issued: January 1, 1994
Revised: November 2, 2018

PURPOSE

To inform agencies about enterprise services available for the creation of digital images from paper or microfilm, the creation of microfilm from paper or digital images, and the duplication of microfilm.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
3400 N. Grand River Avenue
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-335-9132

Email: recordscenter@michigan.gov

Website: <https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/>

SUMMARY

The state of Michigan (SOM) has an enterprise imaging and microfilm contract managed by DTMB Records Management Services (RMS) which may be leveraged by any state agency. The vendor is required to follow all SOM standards in the conversion of paper or microfilm to digital images, the conversion of paper or digital images to microfilm, and the duplication of microfilm.

APPLICABLE FORMS

None.

PROCEDURES

Agency

- May elect to convert public records from their original format to microfilm or digital image formats and dispose of the originals.

- Must retain records in accordance with an approved Retention and Disposal Schedule, regardless of the format or storage media used.
- If seeking to use the contract, must contact RMS to initiate services.
- Must agree to a scope of work, deliverables, processes, and timeline in a signed Authorizing Document.
- Must identify any additional requirements that are necessary to comply with laws and regulations specific to their record collections.
- Must provide internal billing codes to RMS to pay for services rendered.
- Must follow agreed-upon processes in the Authorizing Document.
- Must monitor the scope of work and notify RMS if deliverables or timelines are not met, or if they have any other vendor performance issues.
- Must contact RMS to recommend changes to the vendor contract.

Records Management Services

- Administers SOM master contracts for record reproduction services.
- Must agree to a scope of work, deliverables, processes, and timeline in a signed Authorizing Document.
- Must oversee the creation of the Authorizing Document and review for completeness and compliance with the contract.
- Must mediate any dispute about deliverables or timelines between the agency and the vendor to achieve a satisfactory outcome for all parties.
- Must monitor vendor work through review of regular reports, review of documentation, and on-site visits to ensure that the vendor is complying with the terms of the contract.
- Must periodically review vendor work on individual projects to ensure that the terms are being met as agreed upon.

Vendor

- Must agree to a scope of work, deliverables, processes, and timeline in a signed Authorizing Document.
- Must ensure any reproduction work is performed in accordance with SOM standards.
- Must follow agreed-upon processes and produce deliverables in the agreed-upon timeline.
- Must provide regular reports to RMS about work on various projects as outlined in the contract.
