

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

Issued: January 1, 1994  
Revised: May 20, 2024

### PURPOSE

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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

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

### CONTACT AGENCY

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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

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Website: <https://stateofmichigan.sharepoint.com/sites/som-spc-records-management>

### SUMMARY

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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

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None.

### PROCEDURES

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#### Agency

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

- Retains records in accordance with an approved Retention and Disposal Schedule, regardless of the format or storage media used.
- Contacts RMS to initiate services if seeking to use the contract.
- Agrees to a scope of work, deliverables, processes, and timeline in a signed Authorizing Document.
- Identifies any additional requirements that are necessary to comply with laws and regulations specific to their record collections.
- Provides internal billing codes to RMS to pay for services rendered.
- Follows agreed-upon processes in the Authorizing Document.
- Monitors the scope of work and notifies RMS if deliverables or timelines are not met, or if they have any other vendor performance issues.
- Contacts RMS to recommend changes to the vendor contract.

### **Records Management Services**

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- Administers SOM master contracts for record reproduction services.
- Agrees to a scope of work, deliverables, processes, and timeline in a signed Authorizing Document.
- Oversees the creation of the Authorizing Document and reviews for completeness and compliance with the contract.
- Mediates any dispute about deliverables or timelines between the agency and the vendor to achieve a satisfactory outcome for all parties.
- Monitors 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.

### **Vendor**

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- Agrees to a scope of work, deliverables, processes, and timeline in a signed Authorizing Document.
- Ensures any reproduction work is performed in accordance with SOM standards.
- Follows agreed-upon processes and produces deliverables in the agreed-upon timeline.
- Provides regular reports to RMS about work on various projects as outlined in the contract.

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