## Records Scanning Services: Imaging and Microfilming

### Records Reproduction Act

The Records Reproduction Act (MCL 24.401 - 406) authorizes the reproduction 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 must create their images according to the State of Michigan's standards. These standards, and accompanying best practice documents, are available 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.

### 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 cost-effective solution for storing voluminous records with long or permanent retention periods. If it is created and stored properly, microfilm has a life expectancy 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 Scanning Services**

Records Management Services can provide a free analysis of your records and cost-estimate for scanning services. If the analysis determines that document 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).

**For more information**

Department of Technology, Management and Budget
Records Management Services
DTMB-ImagingServices@michigan.gov
http://www.michigan.gov/recordsmanagement/