

Work Request for Digital Imaging Services (RFP#CCG-DIS-2010-003) – State Agencies

(Provided under Digital Imaging Services Agreement between Pre-Approved Vendors and the State Council on Competitive Government,
By and for the Texas State Library and Archives Commission)

1. PARTICIPATING AGENCY INFORMATION

Agency Code and Agency Name: _____

Agency Address: _____

City, State, Zip Code: _____

Contact person, e-mail address, and phone number: _____

2. RECORDS INFORMATION

Record Series Item Number	Agency Item Number	Record Series Title	Retention Period	Retention schedule page # or Amendment # and page #	Estimated volume (number of images)

3. PROJECT INFORMATION *(Attach additional sheets as necessary)*

a. Purpose for scanning records *(describe the project):*

b. Method of disposition *(what will happen with the paper records scanned and with the digital images created):*



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c. **Preservation Strategy** (if records series are vital or permanent, how will the records be protected and preserved):

d. **Vendor-provided digital imaging services** (mark all services or information needed; if unsure, agency may request a Needs Assessment and Analysis first)

Project-based imaging – generally large-scale, multi-year, imaging projects that may include such services as Needs Assessment / Analysis or Image Repository Hosting.

- | | |
|---|---|
| <input type="checkbox"/> Needs Assessment and Analysis | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Inventory tracking/Chain of Custody | <input type="checkbox"/> Records management |
| <input type="checkbox"/> Document Preparation, Handling, and Re-preparation | <input type="checkbox"/> Interfaces with PA's systems |
| <input type="checkbox"/> Indexing | <input type="checkbox"/> Image Repository hosting |
| <input type="checkbox"/> Image Enhancement | <input type="checkbox"/> Image Repository maintenance |

Flat-rate imaging - projects characterized by consistent, cost efficient, flat-rate pricing on a per page basis.

- Submission forms – available online at http://ccg.state.tx.us/contracts/doc_image.php

Preservation imaging – highly specialized, small to large-scale projects for documents that are permanent, historical or fragile.

- | | |
|---|---|
| <input type="checkbox"/> Needs Assessment and Analysis | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Inventory tracking/Chain of Custody | <input type="checkbox"/> Records management |
| <input type="checkbox"/> Document Preparation, Handling, and Re-preparation | <input type="checkbox"/> Interfaces with PA's systems |
| <input type="checkbox"/> Indexing | <input type="checkbox"/> Image Repository hosting |
| <input type="checkbox"/> Image Enhancement | <input type="checkbox"/> Image Repository maintenance |

Note: This contract does not include the purchasing and/or leasing of data processing and communications equipment (e.g., scanning equipment, digital computers, display devices, software, LAN/WAN networks), which, for example, may be employed in a document imaging, retrieval, and storage system. Those services or products would be obtained through the Texas Department of Information Resources (DIR) and are not addressed in this contract.



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4. STATE AGENCY APPROVALS *(at minimum, Records Management Officer must sign)*

Role	Authorizing Agency Signatures	Printed/Typed Name	Title	Date signed
Records Management Officer				
Records Program Area (i.e., Human Resources, Drivers License Division, etc.)				
Information Technology Officer				
Legal Services				
Other: (describe)				

5. TEXAS STATE LIBRARY AND ARCHIVES COMMISSION APPROVALS

Authorizing Signatures	Printed/Typed Name	Title	Date signed
	Craig Kelso	State Records Administrator	

Submit form with agency approvals to:

Texas State Library and Archives Commission
 Digital Imaging Services Contract Administrator
 State and Local Records Management Division
 PO Box 12927
 Austin, TX 78711
 512-463-7610

Approved form will be returned to address on page 1.

