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____ Date _ __ Title _ Approved by Conditions of approval, if any:

Title 18 U.S.C. Section 1000, makes it a crime for any person incowingly and willfully to make to say department or agency of the United States any false, fictitious or fraudulent alements or representations as to say makes within its jurisdiction.

adequate substitute for the original record and serves the purpose for which such record was created or maintained.

- **A.** Prior to approval of an imaging system an agency shall have in place a management structure for the imaging system.
- **B.** Prior to approval the agency shall ensure that the proposed imaging system meets all legal requirements.
- **C.** Prior to approval of an imaging system the agency shall prepare a risk assessment for each record series which includes the value of the records to the state and the public, and shall assess alternative record storage systems on at least a benefits and usage basis, prior to implementation. The implementation and use of the imaging system shall not limit or hinder public access to public records. Imaging systems shall provide access which is equivalent, or better than, that provided by the previous record storage system.
- **D.** The imaging system shall be an open system. Variants from an open system, such as proprietary hardware, software or formats, shall require justification.
 - E. Media life expectancy issues.
- (1) Life expectancy rating of any media to be employed by an imaging system used for keeping of public records shall correspond to, and not be less than, the retention period of the records, unless otherwise approved.
- (2) Where the life expectancy of media is shorter than retention periods of records imaged, migration shall be addressed as a part of the submitted plan for approval. The migration plan shall provide for review of the hardware and software at least every five years. Where it has been determined that optical media are not readable by current off-the-shelf equipment, the agency shall provide for migration to current, generally accessible media. This includes the accessibility of the index as well as accessibility of documents.
- **F.** The agency shall verify completeness of image capture. Verification shall be completed before the mastering of the optical disk.
- **G.** The agency shall test optical disks for readability. During production each disk shall be tested for readability. In addition, every year a representative sample of stored disks shall be tested in order to early detect any deterioration.
- **H.** Based upon the value of the records being imaged, the agency shall provide adequate system security and audit functions in accordance with the Performance Guidelines for the Legal Acceptance of Public Records, 1.13.70 NMAC.
 - I. Scanned images shall meet the following standards.
 - (1) Scanning resolution shall be 300 DPI minimum, for text.
- (2) Photographic records and other halftone records shall have a scanning resolution at least equal to the original.
- (3) Resolution shall be adequate to duplicate all details of each document in order for that document to qualify as a true copy. Engineering, surveying and other records, the usage of which requires precise measurement, shall be imaged at a sufficiently high resolution to provide for that measurement.
- (4) Digitized images shall be legible for all purposes for which the original records might be used. All characters in digitized images shall be clearly formed and fully recognizable without regard to their surrounding contexts.
 - J. Image and media formats.
- (1) Images shall be in a standard image format such as Group IV TIFF or BMP. Compression of images for storage is acceptable if the output resolution requirements for use are met. GIF and JPEG are acceptable compressed formats. Plain black and white "two level" images shall not be converted to JPEG; at least 16 gray levels are necessary before JPEG is a useful gray scale image.
- (2) Where CD-ROM is used, file and directory structures shall be compliant with ISO 9660 High Sierra Level 1 eight dot three file naming, limited nested subdirectories. Any variance shall be justified.
- (3) Where CD-ROM media are used for permanent records storage, they shall be of the highest quality available with a minimum shelf life of 100 years. Any variance shall be justified.
 - K. Labeling (volume identifiers). Labeling schema for optical disks shall clearly identify:
 - (1) agency name: