

0910.08 Quality Standards for Reproducing Records

Issued: January 1, 1994
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SUBJECT: Quality Standards for Reproducing Records.

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

PURPOSE: To inform agencies about the quality standards which must be maintained when converting records to microfilm or digital images.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB)
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Records Management Services (RMS)
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SUMMARY: In accordance with state of Michigan standards, agencies may convert official state of Michigan records from their original format to microfilm or digital image formats and dispose of the originals.

APPLICABLE FORMS: DTMB-0504 Retention and Disposal Schedule
See the [Records Management Services](#) website for more information.

PROCEDURES:

General Information:

- Agencies may convert public records from their original format to microfilm or digital image formats and dispose of the originals.
- The reproductions, unless otherwise specified by statute, will have the same legal force and effect as the original and shall be treated as the original when admitted as evidence, if they are created in accordance with state of Michigan standards.
- Records must be reproduced in accordance with standards promulgated by Records Management Services in accordance with provisions of the Records Reproduction Act, P.A. 116 of 1992, which are available on the [Records Management Services](#) website.

Agency:

- May reproduce its records by utilizing state of Michigan master contracts or other vendors for record reproduction services.
- Must ensure any reproduction is performed in accordance with state of Michigan standards.
- Will retain its records in accordance with an approved Retention and Disposal Schedule, regardless of the format or storage media used.

Records Management Services:

- Administers state of Michigan master contracts for record reproduction services.
