

DIGITAL IMAGING SYSTEM DOCUMENTATION FORM  
**To be sent to the Marion County Clerks Office.**

NEW SYSTEM

**System Documentation**

NAME:

Department:

DATE:

Phone number

Narrative description of imaging system:

This is documentation that comes with the system, by manufacturer.

Date of Install:

Using the Oregon Administrative Rules **Chapter 166** Retention Schedule list of **original** records being stored:

Header label to be used:

TIFF:

JPEG:

Other:

Describe how access to digital images of records will be maintained if the life expectancy of the system is less than the retention of the records it stores:

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EXISTING  
SYSTEM

Annual inspections:

Name of inspector:

Date of Inspection:

Visual examination of housing:

Good:

Bad:

Remedy:

Retrieval & or Play back :

Good:

Bad:

Remedy:

Public records with a scheduled retention period of less than 100 years:

Disks copied every 10 years until retentions period has been satisfied.

Public records with a scheduled retention period of more than 100 years:

Disks copied every 10 years until retentions period has been satisfied. Plus original records retained in hard copy or on microfilm for the entire scheduled retention