

From: Gray, Karen
To: RM_StateAgency@lists.lib.az.us
Subject: Blanket Imaging request for State Agency Grant Records
Date: Monday, November 10, 2014 1:49:53 PM

Hello State Records Officers,

The Blanket Imaging requests for public bodies have been updated recently and a new blanket imaging request specific to State Agencies, Boards and Commissions has been added. The imaging request is specifically for those agencies who are using the eCivis program from the Arizona Office of Grants and Federal Resources, Department of Administration, and allows for scanning of grant records, but only if you are using eCivis. The imaging request can be found at <http://www.azlibrary.gov/sites/azlibrary.gov/files/arm-state-imaging-grants.pdf>, and lists the four grant records series covered under this request. If your agency uses eCivis, you may scan the record and dispose of the source documents, but you are still bound by retention requirements and must manage the records accordingly.

Please share this information with the units in your agency who use eCivis. If you have any questions, please let me know.

Sincerely,

Karen C. Gray
Records Analyst, State Agency Records
Archives and Records Management
Arizona State Library, Archives and Public Records
Office of the Secretary of State
1919 West Jefferson
Phoenix, Arizona 85009
Phone: 602-926-3817
Fax: 602-256-2838