

## Imaging and Microfilming Project Information Form (LG-IM)

LOCAL GOVERNMENT NAME	
ACTIVITIES (CHECK ALL THAT APPLY) <b>IMAGING</b> <input type="checkbox"/> PAPER DOCUMENTS TO DIGITAL IMAGE <input type="checkbox"/> MICROFILM IMAGES TO DIGITAL IMAGE <input type="checkbox"/> DIGITAL DOCUMENTS TO DIGITAL IMAGE	<b>MICROFILMING</b> <input type="checkbox"/> PAPER DOCUMENTS TO MICROFILM <input type="checkbox"/> DIGITAL IMAGES TO MICROFILM
<b>RECORDS DESCRIPTION</b>	
NAME OF RECORDS SERIES	RETENTION PERIOD (YEARS)
DATE RANGE OF RECORDS	RECORDS SCHEDULE (NAME AND ITEM NUMBER)
TOTAL NUMBER OF IMAGES	Explain in the narrative any discrepancies between the number of images and the number of pages.
Format of use copies: <input type="checkbox"/> Diazo or vesicular microfilm <input type="checkbox"/> Digital images      Number of original rolls:      16mm      35mm	
<b>CHARACTERISTICS</b>	
ELECTRONIC DATA: <input type="checkbox"/> Digital images <input type="checkbox"/> Other electronic formats (such as word processing files) DOCUMENT SIZE: PAPER TYPE: PAPER CONDITION: IMPRINT: PAPER COLOR: FASTENERS: FREQUENCY OF FASTENERS:	
<b>RETRIEVAL</b>	
NUMBER OF REFERENCES:	REFERENCES NEEDING COPIES: %
RETRIEVAL URGENCY: <input type="checkbox"/> Immediate <input type="checkbox"/> Within 1 day <input type="checkbox"/> Within 1 week	