Digitized Records Certification Application

Category	Task	Comments	For DORIS use only
Retention	☐The record series of the digitized records are currently on the agency retention schedule. ☐ All hard copy source documents have been retained for a minimum of 30 days after processing.	**Please list record series:**	**Retention confirmed:** ☐YES ☐NO
Indexing	☐ The correct metadata is attached for each category of records. **(Please provide a list of metadata indices)**		**Indexing received /reviewed:** ☐YES ☐NO
Confidential Information	☐ These records contain personally identifiable information (PII) or other confidential information. **(Please describe)**		
File Naming Conventions	☐ The agency has created file naming conventions for each record series. **(Please provide a list of file naming conventions)**		
Imaging	The scanning was completed: ☐ Internally: Centralized Scanning ☐ Internally: Decentralized Scanning ☐ Third-Party Vendor	**If applicable, include name of vendor:**	
Conversion Format	☐ The records have been converted to one or more of the following formats: **(Please check all that apply)**	☐ PDF ☐ GIF ☐ PDF/A ☐ (Other) ☐ TIFF ☐ JPEG ☐ DNG ☐ PNG	

Records Information	Please provide documentation of the following: ☐ A list of series that were digitized. ☐ Documentation of the reliability and capability of the process to produce trustworthy records. ☐ Converted records/metadata are immutable or all changes are tracked.	**(Please attach any supporting documentation)**	**Received by DORIS:** ☐YES ☐NO
Quality Assurance	☐ All the hard copy documents indicated have been digitized per city and agency digitization policies, procedures, and specifications. ☐ The agency conducted a quality review for image accuracy, quality, and completeness.	**(Please attach documentation of the QA process and evidence)**	
Disaster Recovery	☐ The agency will maintain a backup solution for digitized content. **(Please attach solution with disaster recovery details)**		
Storage Information	☐ The agency has confirmed storage requirements with MIS/OTI.		
Agency-Level Policies & Procedures	☐ The agency has developed agency-wide digitization policies and procedures.		**Policies & Procedures received/reviewed:** ☐YES ☐NO

Official Record Statement	☐ The agency certifies that the digitized records are the official copies of the record and the source hard copy documentation is a convenience copy.		

Submitted by:

Agency Name:	Agency Code/FISA #
Senior Level Executive (SLE) Name:	
Senior Level Executive (SLE) Title:	
Senior Level Executive (SLE) Signature:	
Date of Submission:	

Records Management Officer (RMO) Name:	
Records Management Officer (RMO) Title:	
Records Management Officer (RMO) Email:	
Records Management Officer (RMO) Phone:	

Certification (to be completed by DORIS)

This Digital Records Certification Application has been received and reviewed by the Department of Records and Information Services.

Records Management: ☐ The agency **may proceed** with disposing of the source hard copy through the submission of a certification form. ☐ The agency **may not proceed** with the disposal of the source hard copy and must schedule a meeting with DORIS to discuss remediation.	**Reviewed by:** **Signature:** **Name:** **Title:** **Date**
Municipal Archives: ☐ The records have been reviewed and the following have been determined to have Archival value in the original format and must be transferred to the Municipal Archives: ☐ These records are not archival and do not need to be transferred.	**Reviewed by:** **Signature:** **Name:** **Title:** **Date:**

Form last updated November 2025