

**PERMANENT
RULES AND REGULATIONS
Archives and Records Commission
AUTHORITY: 75 O.S., Sections 302, 305, 307;
67 O.S., Sections 212, 214, 301, 316]
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TITLE 60. ARCHIVES AND RECORDS COMMISSION

CHAPTER 1. ADMINISTRATIVE OPERATIONS

60:1-1-1. Purpose

The purpose of these rules is to set forth the organization and functions of the Archives and Records Commission.

60:1-1-2. Archives and Records Commission

The Commission is a five member board created by state law enacted in 1947. It has the *sole, entire and exclusive authority for the disposition of all public records and archives of state officers, departments, boards, commissions, agencies, and institutions* [67 O.S., Section 305]. By law no record created or received in the transaction of official business can be destroyed by a state agency without prior approval from the Commission. Members include a Chairman appointed by the Governor, the State Librarian and State Archivist (Director of the Department of Libraries) as Vice-Chairman and Secretary, the Lieutenant Governor, the State Auditor and Inspector, and the State Treasurer. Any member may appoint a proxy for the purposes of carrying out the duties of the Commission.

[Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-3. Meetings of the Commission

The Commission meets in the first month of every quarter to hear requests for records disposition from state agencies and to conduct other business. Meeting arrangements and conduct of business are carried out in compliance with the Oklahoma Open Meeting Law [25 O.S., Section 301 et seq.]. Special or emergency meetings of the Commission may be called by the Chairman at the request of any member.

[Amended at 12 Ok Reg 1329, eff 6-1-95]

[Amended at 15 Ok Reg 1374, eff 4-27-98]

60:1-1-4. State Records Administrator

The State Librarian and State Archivist is designated State Records Administrator by state law enacted in 1961 [67 O.S., Section 204]. The Administrator shall make surveys of records operations, recommend improvements in records management practices, and establish standards for the preparation of records disposition schedules leading to the preservation of records of continuing value and the orderly disposition of those records not of sufficient administrative, legal, fiscal or research value to warrant their further keeping [67 O.S., Section 205].

[Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-5. Promulgation of rules

The State Records Administrator shall promulgate such rules and regulations as are necessary to carry out the provisions of the Records Management Act, *except that rules and regulations relating to the disposal of records shall be issued jointly by the Administrator and the Archives and Records Commission* [67 O.S., Section 212].

[Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-6. Organization, public information, submissions or requests

(a) The State Archives and Records Management programs are administered by the Archives and Records Management divisions of the Office of Government Information, Oklahoma Department of Libraries, acting upon the authority of the Archives and Records Commission and the State Records Administrator. The Director of the Department of Libraries, who is also State Librarian and State Archivist, [65 O.S., Section 3-103] appoints professional librarians and archivists to administer the office, and trained staff to carry out program activities.

(b) The State Archives is housed in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City. The State Records Center is located at 125 N.E. 21st Street, Oklahoma City. Requests for information about the work of the State Archives or Records Management Divisions may be made to the Office of Government Information, 200 N.E. 18th Street, Oklahoma City, OK 73105, in person, or by mail or telephone. The official records of Commission meetings are maintained at that address and are available for public inspection as are rules and regulations promulgated by the State Archivist acting as State Records Administrator. Also available for public inspection are records of state government agencies deposited with the State Archives or Records Management Divisions except those records required by law to be treated in a confidential manner, or those to which access is restricted in accordance with 60:10-3-6.

(c) Copies of records shall be provided in accordance with the Oklahoma Open Records Act [51 O.S., Section 24A.1 et seq.] and fee schedules adopted by the Department of Libraries Board and the Archives and Records Commission.

[Amended at 12 Ok Reg 1329, eff 6-1-95]

[Amended at 15 Ok Reg 1374, eff 4-27-98]

60:1-1-7. Requests for promulgation, amendments, or repeal of a rule

(a) Requests for promulgation, amendment, or repeal of a rule shall be made in writing to the State Archivist and State Records Administrator. Requests shall give the text of a proposed new rule or amendment, and cite such rules as are requested to be repealed or amended, and shall explain the reasons for the request.

(b) Requests outlined in (a) of this Section shall be placed on the next agenda for the Commission's consideration and disposition, and the interested party shall be given reasonable notice of the date, time, and place of such meeting, and informed promptly in writing of the Commission's decision in the matter.

(c) Any resulting action to adopt a new rule or amendment or to repeal an existing rule shall be taken at an early date at an open hearing conducted in accordance with the notice and other requirements of the Administrative Procedures Act [75 O. S. Section 250 et. seq.].
[Amended at 12 Ok Reg 1329, eff 6-1-95]

60:1-1-8. Petition for declaratory ruling

(a) Persons requesting the Commission to make a declaratory ruling as to the applicability or interpretation of any rule or order pursuant to this Chapter shall address their written request to the State Archivist and State Records Administrator.

(b) The request for declaratory ruling shall be placed upon the next agenda for consideration and action by the Commission and the interested party shall be given reasonable notice of the date, time, place of such meeting, and shall be informed promptly in writing of the Commission's ruling in the matter.

60:1-1-9. Severability of rules

Any section of this Chapter declared invalid shall not affect the validity and application of other sections of this Chapter.

60:1-1-10. Statutory citations

Citations to statutes in the rules of this Chapter refer to the most recent codification of the statute.

CHAPTER 10. ARCHIVES AND RECORDS

SUBCHAPTER 1. GENERAL PROVISIONS

60:10-1-1. Purpose

The purpose of this Chapter to set forth procedures of the Records Management Program.

SUBCHAPTER 3. RECORDS

60:10-3-1. Records management program

(a) The State Records Administrator shall establish and administer a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of state records [67 O.S., Section 204]. The program will be administered by the State Archives and Records Management Divisions of the Office of Archives and Records of the Oklahoma Department of Libraries under the authority of the State Records Administrator and direction of the Office Administrator.

(b) The head of each state agency shall establish and maintain an active, continuing program for the economical and efficient management of records, cooperate . . . in the conduct of surveys of the agency's records, and comply with . . . rules and regulations, standards and procedures issued by the State Records Administrator and the Archives and Records Commission [67 O.S., Section 206].

(c) The Records Management Division shall assist state agencies in the management and disposition of their records through consultations and surveys of their records, equipment, and storage facilities, leading to the preparation of records disposition schedules and records disposition authorizations.

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-2. Records scheduling

(a) Records disposition schedules. The Archives and Records Commission shall have final authority in the approval or disapproval of records disposition schedules submitted by a state board, agency, commission, or institution. An approved records disposition schedule shall be a board's, agency's, commission's, or institution's continuing legal authority to dispose of records listed in the records disposition schedule in the manner the schedule provides. Any deletions, additions, or changes in retention periods or method of disposition for records in the schedule must be approved by the Commission.

(b) Notification of intent to destroy records. Agencies wishing to destroy records in accordance with approved records disposition schedules must notify the State Records Administrator on a form provided by the Records Management Division of their intent to destroy thirty (30) days in advance of destruction. Such notification must include the schedule number, the names of records to be destroyed, inclusive dates and the volume of records in cubic feet, reels of microfilm, or other applicable quantity.

(c) Continuing destruction authorization. The State Records Administrator may authorize annually each July for the current fiscal year destruction of records scheduled, in accordance with approved records disposition schedules, for destruction quarterly, monthly, weekly, or daily without requiring an agency to notify him of the intent to destroy these records thirty (30) days in advance as provided by (b) of this Section. Agencies shall notify the State Records Administrator in June of each year on the volume of records destroyed under this authorization, and may request authorization for the next fiscal year.

(d) Exemption. Subsection (b) of this Section shall not apply to records that have an approved disposition of "Retain in office and destroy after primary use," "Retain in office until no longer required for administrative purposes, then destroy," "Retain in office and destroy upon verification," or "Retain in office until superseded, then destroy."

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-3. Records disposition authorization

State agencies wishing to dispose of types of records no longer being created or received may request the Archives and Records Commission to authorize the disposition of such records by certifying that the records described in the request are not of sufficient administrative value to warrant maintenance in the agency. Such authorization shall be limited to and apply only to the one time disposition of specific records described in the request.

60:10-3-4. General Schedules and General Records Disposition Authorizations

The Archives and Records Commission may adopt General Records Disposition Schedules and General Records Disposition Authorizations authorizing disposition of records common to two or more state agencies, boards, commissions, or institutions. These General Records Disposition Schedules and General Records Disposition Authorizations have the same force and effect for the records dispositions authorized as do approved records disposition schedules for specific agencies, boards, commissions, or institutions except in such cases where state or federal law, state or federal regulation, litigation, court decisions, other legal considerations, or fiscal conditions require that specific agency records be retained longer than indicated on the General Records Disposition Schedule or General Records Disposition Authorization.

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-5. Destruction of duplicate records, substantive records, ancillary records, nonrecords materials, or damaged records

(a) Substantive records. Substantive records are those that document the organization, functions, policies, procedures, operations and essential transactions of an agency, board, commission, or institution.

(b) Ancillary records. Ancillary records are routine in nature, having neither evidential nor informational value beyond the immediate use for which they were created or received, nor do they contain supporting documentation for financial or business transactions of an agency. Ancillary records must be approved for disposition by the Archives and Records Commission in the same manner as substantive program records. When difficulty arises in defining a specific record as ancillary, it shall be considered a substantive record.

(c) Nonrecord material. Nonrecord materials exhibit none of the attributes of records and may be destroyed by an agency when no longer of immediate value. When difficulty arises in defining material as nonrecord, it shall be considered a record [67 O.S., Section 211].

(d) Damaged records. State agencies with records that have been subject to extensive physical damage or destruction from natural or human-caused disasters prior to the expiration of established retention periods must, within 24 hours of discovery, inform and initiate a written request to the Archives and Records Commission through the State Records Administrator to authorize emergency disposition of said records. The Commission shall authorize destruction, or shall require that information from all or part of the damaged records be recreated or the physical records salvaged if said records contain information essential to the operations of state government or to the protection of the legal, financial or other rights or interests of the citizens or the state.

[Amended at 12 Ok Reg 1329, eff 6-1-95]

[Amended at 15 Ok Reg 1375, eff 4-27-98]

60:10-3-6. Access to records transferred to the State Archives

To encourage the deposit of certain records and papers of permanent value in the State Archives, the Archives and Records Commission has authority to restrict access to the records for a specified amount of time. The State Archivist and State Records Administrator shall secure the transfer of valuable records to the State Archives, including the nonofficial papers and correspondence of state officials and heads of boards, departments, agencies, commissions, and institutions.

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-3-7. Review of records on deposit

The State Archivist and State Records Administrator, in conjunction with the Archives and Records Commission, shall automatically review records when they have been in the custody of the State Archives for ten years, in order to reevaluate the period of retention. Prior to any change in retention or disposition of any records so reviewed, the depositing agency will be notified as to such disposition or retention whereupon the depositing agency may consent to such a change or, if so desired, appear before the Commission to present any objection or pertinent comment.

[Amended at 12 Ok Reg 1331, eff 6-1-95]

**SUBCHAPTER 5. RENTING OF SPACE
[REVOKED]**

60:10-5-1. Renting of space for the storage of records [REVOKED]

[Amended at 12 Ok Reg 1331, eff 6-1-95]

[Revoked at 15 Ok Reg 1375, eff 4-27-98]

SUBCHAPTER 7. MICROFILM

60:10-7-1. Authenticity and photographic quality

The Archives and Records Commission requires, prior to authorization for destruction of original records previously microfilmed, that state agencies seeking such destruction must first obtain certification of the identity and photographic quality of such film from the Micrographics Section of the Records Management Division of the Oklahoma Department of Libraries or personnel in other micrographics laboratories certified by the State Records Administrator. The Commission suggests ANSI/AIIM MS 23-1991, "Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents," as a guide for agency microfilming programs [67 O.S., Sections 305-306].

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-7-2. Quality control standards

The following are quality control standards for microfilm of state records:

(1) Records and Microfilm Identification Declarations must be completed and signed by the official who has legal custody of the original records and by the camera operator, and filmed at the beginning and end of each roll of film thus identifying the records on that particular roll. The Commission suggests ANSI/AIIM MS 19-1993, "Recommended Practice for Identification of Microforms," as a guide for completing Microform Identification Declarations.

(2) Documents in a condition making it impossible to reproduce them in a legible and readable condition, as displayed on a microfilm reader or reproduced in paper copy, should be marked with a target to that effect, such as "The following document is below standards for microfilm." After being filmed, such documents must be withdrawn from the sequence and retained in the original for the same length of time as the applicable microfilm. Legibility is defined as the quality of a letter or numeral which enables the observer to identify it positively and quickly to the exclusion of all other letters and numerals. Readability is defined as the quality of a group of letters or numerals which makes them recognizable as words or whole numbers.

(3) Microfilm stock used for preservation of documents shall be safety base permanent records film, as specified in ANSI IT9.6-1991, "Photography--Photographic Films--Specifications for Safety Film (revision and redesignation of ANSI PH 1.25-1984)."

(A) The required master record on microfilm (camera negative) shall be permanent record film as specified in ANSI/NAPM IT9.1-1992, "Imaging Media (Film)--Silver-Gelatin Type--Specifications for Stability (revision and redesignation of ANSI PH 9.1-1989)."

(B) In addition to the master record, a working copy of the microfilm may be provided. The working copy may be silver, diazo or vesicular type on a safety base of cellulose ester or polyester materials.

(4) In clear-base, negative-appearing microfilm of paper documents, the gross background density shall be between 0.8 and 1.50, depending on the type of original document and the reduction ratio. The base-plus-fog density of unexposed, processed, clear-base film must not exceed 0.10. When a tinted-base film is used, the density will increase by 0.1 or 0.2 which must be added to the 0.10 value. The Procedures for density measurement are described in ANSI/AIIM MS 23-1991, "Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents." On negative microfilm produced by Computer Output Microfilm (COM), the background density shall be a minimum 1.1. These requirements apply only to the master records.

(5) Every master record shall have density measurements taken at five (5) separate locations listed in (a) through (e) of this paragraph. Whenever possible, the areas selected for recording density measurement shall be free of information. The locations for density measurement are:

(A) at the beginning of the reel (within the first ten (10) frames);

(B) one/quarter (1/4) of the way through the reel;

(C) one/half (1/2) of the way through the reel;

(D) three/quarters (3/4) of the way through the reel; and

(E) at the end of the reel (within the last ten (10) frames).

(6) The maximum residual thiosulfate ion concentration for the master record shall not exceed 0.014 grams per square meter for records of permanent value or 0.030 grams per square meter for microfilm that the Archives and Records Commission has authorized for destruction within fifty years as determined by the methylene blue method for measuring thiosulfate as specified in ANSI/NAPM IT 9.1-1992, "Imaging Media (Film)--Silver-Gelatin Type--Specifications for Stability (revision and redesignation of ANSI PH 9.1-1989)." The residual thiosulfate ion test shall be performed in accordance with procedures outlined in ANSI/ISO 417-1993; ANSI/NAPM IT9.17-1993, "Determination of Residual Thiosulfate and other Related Chemicals in Processed Photographic Materials-Methods Using Iodine-Amylose, Methylene Blue and Silver Sulfide" (revision and redesignation of ANSI PH 4.8-1985), whenever any change in film, chemicals, or processing is made. Regular test periods should be observed, and if any reading of more than 0.014 grams per square meter occurs, the test shall be performed on a daily basis until the condition is corrected. The silver densitometric method, as outlined in ANSI/ISO 417-1993; ANSI/NAPM IT9.17-1993, "Determination of Residual Thiosulfate and other Related Chemicals in Processed Photographic Materials- Methods Using Iodine-Amylose, Methylene Blue and Silver Sulfide" (revision and redesignation of ANSI 4.8-1985), may be used for routine daily analysis providing the density stain differential produced in this method is no greater than 0.02, but this test is not a sufficiently reliable substitute for the methylene blue method required by this section.

(7) Archival quality as defined in ANSI/NAPM IT9.1-1992, "Imaging Media (Film)--Silver-Gelatin Type--Specifications for Stability (revision and redesignation of ANSI PH9.1-1989)" is required for records with a retention requirement greater than ten (10) years except that thermally processed silver film (TPS) is acceptable as the master negative for microfilm that the Archives and Records Commission has authorized as permanent. The master record must be stored in accordance with ANSI IT9.11, "Imaging Media--Processed Safety Photographic Film--Storage (revision and redesignation of ANSI PH1.43-1985)."

(8) Retakes, properly identified, may be spliced to either the beginning or end of the reel containing the images for which the retakes are necessary. Splices shall be butt welded or by use of photographic splicing tape or ultrasonic splicer. Retakes, properly identified, may be produced as a separate reel. Splices within the sequence of filmed documents are not acceptable.

(9) Requests for destruction of records that have been microfilmed must include quality evaluation forms from the Micrographics Section of the Records Management Division of the Oklahoma Department of Libraries or authorized personnel in other micrographics laboratories certified by the State Records Administrator certifying that the microfilm meets the above standards for identification, photographic quality, and storage.

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-7-3. Computer output microfilm (COM)

The master Records produced by computer output microfilm (COM) technology shall meet the same standards for storage delineated in 60:10-7-2(7). For microfilm that the Archives and Records Commission has authorized as permanent, either wet processed silver film or thermally processed silver film (TPS) is acceptable COM output.

60:10-7-4. Micrographics laboratory certification

The State Records Administrator, in conjunction with the Archives and Records Commission, shall establish criteria for, and certify, agency and other micrographics programs that provide microfilming services for state records, in accordance with approved records disposition schedules. Microfilm and microfiche produced by programs that are not certified shall be quality evaluated by laboratories that are certified. All certified laboratories shall submit copies of all microform quality evaluation forms and a five percent (5%) sample of microforms they have created and/or quality evaluated to the Micrographics Section of the Records Management Division. Program certification shall be for one (1) year, and may be revoked at any time by the State Records Administrator, on written notice to the agency head or applicable private firm official stating the reason for certification revocation.

[Amended at 12 Ok Reg 1331, eff 6-1-95]

[Amended at 15 Ok Reg 1375, eff 4-27-98]

SUBCHAPTER 8. OPTICAL IMAGING

60:10-8-1. Purpose

The purpose of this subchapter is to establish rules for state government records which have an approved retention period of ten (10) years or longer which will be maintained on optical imaging systems.

[Added at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-2. Scope

This subchapter establishes rules for the maintenance, use, retention, and disposition of state government records which have an approved retention period of ten (10) years or longer which will be maintained on optical imaging systems. These rules do not apply to state government records which have an approved retention period of less than ten (10) years which will be maintained on optical imaging systems. State Government records which have an approved retention period of less than ten (10) years which will be maintained on optical imaging systems are subject to the disposition authority of the Commission and shall be scheduled in the same manner as any other record.

[Added at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-3. Definitions

The following words and terms, when used in this subchapter, shall have the following meaning, unless the context clearly indicates otherwise.

"**AIIM**" means the Association for Information and Image Management.

"**ANSI**" means the American National Standards Institute.

"**CCITT**" means the Consultative Committee on International Telegraph and Telephone.

"**CD-ROM**" means Compact Disk Read Only Memory. A type of optical disk which, like WORM optical disks, cannot be erased or altered.

"**Compression**" means the method by which redundant digital image data streams are reduced to much smaller sizes, resulting in lower digital storage and data transmission requirements.

"**Optical Imaging System**" means a system that consists of hardware and software for computers which records complete images by:

- (A) scanning the images with a source of light such as a laser;
- (B) converting the images to a digital electronic format; and
- (C) storing the converted images on an optical media which allows for the rapid retrieval of the stored images through indexing and the reproduction of the entire original image.

"**Rewritable Disk**" means an optical platter that, unlike WORM disks, can be erased, written over, or otherwise reused or altered. These are sometimes referred to as Erasable Optical Disks (EOD).

"**WORM**" optical Write Once Read Many means a type of optical disk, which cannot be erased or altered.

[Added at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-4. Documentation standards

The following are the minimum documentation standards for maintaining state government records on optical imaging systems. All agencies using optical imaging systems for maintaining state government records shall maintain complete, up to date technical, operational, and security documentation that includes at least:

- (1) The brand names; version numbers; serial numbers; and dates of installation, upgrades, replacements, and conversions for all hardware and software.
- (2) A narrative description of the system.

(3) The physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position, and a description of the form of the data (such as alphabetic, decimal, or numeric), or a data dictionary, or the equivalent information associated with a data base management system including a description of the relationship between data elements and data bases.

(4) Operating procedures, including methods for scanning, editing, revising, updating, indexing, or expunging records, and for backing up disks;

(5) All hardware and software operating manuals;

(6) Any other technical information needed to read or process the records.

[Added at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-5. Standards for the creation, use, and storage of records maintained on optical imaging systems

(a) Optical imaging systems that maintain the state office of record copy of any state government record shall meet the following minimum requirements:

(1) All records stored in optical imaging systems shall be identified in such a manner as to enable authorized personnel to retrieve, protect, and implement approved dispositions for all records in the system.

(2) Provide a standard interchange format when necessary to permit the exchange of records and information stored in optical imaging systems in the agency that utilize different software and/or hardware.

(3) Provide for an approved disposition of the records, including, when appropriate, transfer to the State Archives for permanent preservation.

(b) Agencies shall insure that no information is lost prior to the expiration of stipulated retention periods because of changing technology or deterioration of the storage media by converting storage media and taking other action as required to provide compatibility with the agency's existing hardware and software. The migration strategy used for upgrading equipment as technology changes shall be documented and include provisions for:

(1) Periodically recopying to the same electronic media as required and/or transferring all records to new media. Data maintained on optical disks shall be recopied a minimum of once every ten (10) years onto tested and verified new media. The State Records Administrator may waive this requirement to recopy once every ten (10) years onto tested and verified new media if the following two conditions are satisfied:

(A) The agency demonstrates that such recopying will pose an undue cost burden.

(B) The agency and the State Records Administrator both certify in writing that all original images copied to the optical disk can still be retrieved and reproduced in their original form.

(2) When systems are upgraded or replaced, the new system shall be backward compatible with the existing system and all records and applicable indexes in the existing system shall be transferred to the new system or converted to permanent microfilm that meets all standards for authenticity, photographic quality, and bibliographic integrity required by Commission Rule 60:10-7-2.

(c) WORM, CD-ROM, and Rewritable optical disks may be utilized for maintaining state government records in optical imaging format. If rewritable optical disks are utilized, agencies shall maintain and regularly audit a list of all users of the system and their authorized access privileges and maintain a written record of all rewrites and deletions.

(d) Optical disks used for the storage of state government records shall have a guaranteed minimum pre-write shelf life of at least five (5) years and a guaranteed post-write shelf life of at least twenty (20) years.

(e) Agencies shall maintain back up/security copies of all optical disks. All back up/security copies shall be maintained in an off site storage facility that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, back up/security disks shall be stored in an area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. As an alternative back up/security procedure, agencies may use permanent microfilm that meets all standards for authenticity, photographic quality, and bibliographic integrity required by Commission Rule 60:10-7-2.

(f) Optical disks shall be inspected at least annually. Inspections shall include a visual examination of the medium and its housing and a reading of a statistical sample of all data to identify any loss of information and to discover and correct the cause of any data loss.

(g) Scanning densities shall be evaluated on standard procedures enumerated in ANSI/AIIM MS 44-1988, "Recommended Practice for Quality Control of Image Scanners." The following scanning densities shall be used for state government records:

(1) A minimum of 200 dots per inch (dpi) for records with no type fonts smaller than six point.

(2) A minimum of 300 dots per inch (dpi) for engineering drawings, maps, and other records with background detail.

(h) Visual quality control shall be performed for each scanned image and related index data.

(i) Scanners and optical drives shall receive periodic maintenance as specified by manufacturers and optical drives shall be recalibrated at least annually.

(j) Optical imaging systems shall either use CCITT Group 3 or Group 4 compression techniques without proprietary alterations to the algorithm or provide a gateway to either Group 3 or Group 4 compression techniques when proprietary compression techniques are utilized.

(k) Nonproprietary file header labels shall be used or the system developer shall either provide a bridge to nonproprietary file header labels or provide a detailed definition of image file header label structures.

[Added at 12 Ok Reg 1331, eff 6-1-95]

60:10-8-6. Annual Compliance Report

(a) Every agency, board, commission, or institution maintaining records in optical imaging format with an approved retention period of ten (10) years or more in accordance with approved records disposition schedules shall file annually each July with the State Records Administrator a report stating that it is in compliance with all statutory provisions and Archives and Records Commission Rules pertaining to maintaining records in optical imaging format. Upon receipt and acknowledgement of the report, the State Records Administrator or his/her designee shall transmit a copy of the report to the submitting agency, board, commission, or institution. The report shall be on a reporting form provided by the Records Management Division that contains the following information:

(1) The name of the agency, board, commission, or institution filing the report.

(2) The year covered by the report.

(3) The name and signature of the person who compiled the report.

(4) The date the report was compiled.

- (5) The name of the optical imaging system administrator.
- (6) The schedules, records series numbers, and records series titles of all records with a retention period of ten (10) years or more maintained in optical imaging format.
- (7) The name and signature of the person submitting the compliance report.
- (8) The date the report was received by the State Records Administrator and the name of the person acknowledging receipt.

(b) The State Records Administrator shall notify the Archives and Records Commission of any agency, board, commission, or institution that fails to file an annual report.

[added at 14 Ok Reg 1250, eff 6-1-97]

SUBCHAPTER 9. EQUIPMENT PURCHASES [REVOKED]

60:10-9-1. Equipment purchases for microfilming, optical imaging, and similar technologies [REVOKED]

[Amended at 12 Ok Reg 1331, eff 6-1-95]

[Revoked at 15 Ok Reg 1375, eff 4-27-98]

SUBCHAPTER 10. VIDEO TAPES AND AUDIO RECORDINGS

60:10-10-1. Purpose

The purpose of this subchapter is to establish rules for state government records which will be maintained on video tapes and audio tapes.

[Added at 15 Ok Reg 1375, eff 4-27-98]

60:10-10-2. Scope

This subchapter establishes rules for the maintenance, use, retention, and disposition of state government records maintained on video tapes and audio tapes. State government records maintained on video tapes and audio tapes are subject to the disposition authority of the Commission and shall be scheduled in the same manner as any other record.

[Added at 15 Ok Reg 1375, eff 4-27-98]

60:10-10-3. Standards for the storage of records maintained on video tapes and audio tapes

(a) Agencies shall store all video tapes and audio tapes in areas where the temperature does not exceed 70° Fahrenheit and whose relative humidity is between 30% and 40%.

(b) Video tapes and audio tapes shall be stored in containers or enclosures made of noncorroding materials.

[Added at 15 Ok Reg 1375, eff 4-27-98]

SUBCHAPTER 11. SERVICE FEES

60:10-11-1. Authority to set fees

The Archives and Records Commission and the State Records Administrator may set fees for records disposition and other services furnished to state boards, agencies, commissions, or institutions [67 O.S., Sections 212, 214].

[Amended at 12 Ok Reg 1331, eff 6-1-95]

60:10-11-2. Archival microfilming service fees

The Department of Libraries is authorized to provide microfilming services to state agencies or subdivisions of Oklahoma government and to be paid for these services on the basis of fee schedules established by the Archives and Records Commission

[67 O.S., Section 301].

- (1) Microfilm. The following fees shall be charged for microfilm:
 - (A) 16mm microfilm. Providing duplicates of 16mm film by photographic duplication of original: \$25.00 per 100 ft. roll; \$27.50 per 215 ft. roll.
 - (B) 35mm microfilm. Providing duplicates of 35mm film: \$30.00 per 100 ft. roll.
 - (C) 105mm microfilm. Providing duplicates of 105mm fiche: \$0.50 for first copy plus \$0.25 for additional copies of the same fiche.
- (2) Security film storage. There shall be no charge for storing master negatives of state agency and local government microfilm and microfiche in the Department of Libraries microform security vaults.
- (3) Other micrographics services. The fee for any services in addition to basic processing, duplicating and automatic-feed filming shall be \$15 per hour of staff time.

[Amended at 12 Ok Reg 1337, eff 6-1-95]

[Amended at 16 Ok Reg 1005, eff 5-14-99]

60:10-11-3. Charges for special equipment and supplies

Rental charges for special equipment and costs of special supplies in addition to filming, processing and duplicating procedures will be paid by the agency for whom filming is being done. Before a filming project is begun, a maximum cost amount must be agreed to by the Records Management Division and the agency for whom the filming is being done.

60:10-11-4. Storage fees

State boards, agencies, commissions, and institutions housing nonpermanent records in the State Records Center under approved records disposition schedules shall be assessed a fee of twenty-five cents (\$0.25) per cubic foot of records per month for records storage and servicing. No records shall be transferred to the State Records Center unless authorized by approved records disposition schedules or records disposition authorizations. In addition, state boards, agencies, commissions, and institutions shall pay actual cost for records center storage cartons furnished by the Records Management Division for records storage in the State Records Center. There will be no charge for containers or housing of records of enduring value transferred to the State Archives Division under approved records disposition schedules or records disposition authorizations.

[Amended at 17 Ok Reg 1042, eff 7-1-00]