

## REQUEST FOR EDIS APPROVAL

Use this form to request approval to utilize and electronic document imaging system (EDIS) for records which are being replaced, or as required in the *Policy for Electronic Imaging for Political Subdivisions*.

County:	Office:
Agency Point of Contact: Name	Address and Phone Number
Records/Records Series to be scanned:	Inclusive Dates of Records:

Are all the records that are being scanned, destroyed or returned to patron? Yes\_\_\_ No\_\_\_  
 Are they permanent records as approved in accordance with W.S. 9-2-410? Yes\_\_\_ No\_\_\_  
 Are you maintaining in another building, a backup of the image files and indexes? Yes\_\_\_ No\_\_\_

<b>For disaster preparedness and recovery, please supply the following information</b>		
Hardware Manufacture and Model:	Software name and Version:	System Vendor Name and Address:
Vendor Representative Name(s) and Address:		Location of Backups:  Type of Backups:

Attachments will be accepted with this form, and manufacturers' or distributors' documentation may be necessary. If there are any changes in the above request, please submit a new request for approval.

I certify that our electronic document imaging system will maintain the data for the time period that is required by W.S. 9-2-410.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Director, Department of State Parks and Cultural Resources

Approved\_\_\_\_ Disapproved\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_

Sent to: Wyoming State Archives, Barrett Building, Cheyenne, WY 82002

Fax: 307-777-7044

Phone" (307)777-7826