

AGENCY CERTIFICATION OF COMPLIANCE WITH NARA TRANSFER REQUIREMENTS

Scanned Images of Textual Records

Please respond to the following questions by checking “Yes” or “No”. For each questions where a “No” response is indicated, please respond to the additional questions explaining how the questions is handled in your agency. Upon complete, please sign and submit to NARA with the completed notification forms for permanent records that are not maintain in an electronic format.

Record Series/System:	
1. Are the electronic record maintained in one of the four file formats accepted by NARA (i.e. TIFF, GIF, BIIF, PNG)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, what is the image file format and version?	
2. Do the electronic records comply with NARA’s minimum image resolution requirements of 300 ppi?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, what is the image quality in terms of pixels per inch (PPI)?	
3. Are the electronic records maintained in an uncompressed and lossless file format?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, what is the compression scheme (e.g., LZW, ITU Group 4)?	
4. Are there finding aids and other relevant technical documentation associated with the records that can be transferred to NARA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are records of quality control inspections performed on the records available for NARA review?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Are there provision for assuring the integrity and continued usability of the electronic records until they are ready for transfer to NARA?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Designated Agency Representative	Date
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