



**Indiana Supreme Court
Division of State Court Administration
DESTRUCTION CERTIFICATION FORM-IMAGING**

Send this form to the Division of State Court Administration, 30 S. Meridian St., Suite 500, Indianapolis, IN 46204, upon scanning a record series but before destruction of these records occurs.

The following court records have been scanned in accordance with imaging standards of Administrative Rule 6 pursuant to the specific retention schedule found in Administrative Rule 7:
[Cite the dates of records being scanned and provide the appropriate retention schedule.]

Use one form per record series

I certify that each of the documentation, legibility and permanency standards set forth in Administrative Rule 6 (E) (1), (2) and (3) have been met and have been documented as part of the appropriate documentation file:

- 1) The records listed above have been approved for scanning by the appropriate court.
- 2) The Clerk maintains a permanent General Documentation file on these records as required under Administrative Rule 6.
- 3) The Clerk maintains a permanent Specific Documentation file as required under Administrative Rule 6, in which the following steps have been approved, documented and audited for compliance:
 - (a) a specific weeding policy was implemented for these records and said policy has been retained as part of the documentation file;
 - (b) the images have been verified against the originals, by a document-by-document inspection;
 - (c) the images have been scanned at no less than 300 dpi.
 - (d) The digital master incorporates the file format, TIFF Group 4, meeting ISO standard 12639:1998, is stored in an environment meeting ANSI/AIIM TR25-1995, and is monitored for deterioration on a regular basis in accordance with ANSI/AIIM MS59-1996.
- 4) Required documentation and quality control target, X441 or X443, in accordance with ANSI/AIIM MS44 (R1993), with original signature on each form has been used and as part of the documentation file.
- 5) The appropriate, authorized person has audited each of the above procedures and finds that the production is in compliance with each and every requirement of Administrative Rule 6.
- 6) Permanent court files, CCS, and RJO records shall be converted to microfilm in accordance with Administrative Rule 6 (D).

[Seal]

Clerk of the _____ Circuit Court

date