

---

POLICY TRANSMITTAL NO. 07-65

DATE: OCTOBER 30, 2007

SUPPORT SERVICES DIVISION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LEGISLATIVE RELATIONS AND  
POLICY

---

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-21-62.

EXPLANATION: OKDHS:2-21-62 is revised to: (1) explain how documents are prepared for imaging; and (2) define imaged as received.

Original signed on 10-22-07

---

Paula Hearn, Director  
Support Services Division

---

Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

---

WF # 07-Y (NAP)

---

## **INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

### **REMOVE**

OKDHS:2-21-62

### **INSERT**

OKDHS:2-21-62, 1 page only, revised 11-1-07

**OKDHS:2-21-62. Optical imaging system**

Revised 11-1-07

The Oklahoma Department of Human Services (OKDHS) Support Services Division Departmental Services Unit (DSU) Imaging Center Section provides optical imaging services for preserving records and documents. The DSU Imaging Center meets all the requirements of the Archives and Records Commission (ARC) for preserving records in an optically imaged format.

(1) Records maintained on an optical imaging system are subject to the imaging standards and disposition authority of the ARC. Electronically formatted records are scheduled in the same manner as any other record.

(2) The imaging process includes preparation, scanning, indexing, duplication, dissemination, and retrieval of records.

(A) Documents are imaged in the same order and condition they are received.

(i) Envelopes may be cut open and imaged flat.

\_\_\_\_\_

(iii) Torn edges and staple tears are cut off.

(B) When a document contains defects, it is stamped, "imaged as received."

(i) Defects include, without limitation:

(I) text running off the page;

(II) redacted information on page; and

(III) missing or unreadable text on the page.

(ii) The Imaging Center does not stamp any document in a fashion that obscures text on the document. In instances when a stamp would obscure text, any required stamp is placed on a cover sheet.

(C) The stamp of "imaged as received" indicates that one or more defects are present in the original document and that the imaged document is an exact duplicate of the original document.

(3) The quality control process ensures that the finished product meets ARC standards and requirements.

(4) The Records Management Handbook contains complete optical imaging requirements, and is available from the DSU records management coordinator.