

OFFICE OF THE SECRETARY OF STATE

DENNIS RICHARDSON  
SECRETARY OF STATE

LESLIE CUMMINGS  
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION  
MARY BETH HERKERT  
DIRECTOR

800 Summer Street NE  
Salem, Oregon 97310  
(503) 373-0701  
Facsimile (503) 378-4118

Mary Beth Herkert  
State Archivist  
Oregon State Archives  
800 Summer St.  
Salem, OR 97310

Dear State Archivist,

\_\_\_\_\_ formally requests an exception to 166-017-0045(2) for public records meeting the specific preservation requirements as outlined in 166-017-0045(3).

\_\_\_\_\_ hereby acknowledges that electronic records (including digital images) may serve as the official copy of a public record only in the cases as described to the State Archivist on this form.

\_\_\_\_\_ understands that the State Archivist will take the information provided under consideration when approving or denying each petition.

\_\_\_\_\_ will store electronic records within \_\_\_\_\_,\*

\_\_\_\_\_ will store the official copy of the electronic records in the following formats (check all that apply):

TIFF 6.0

PDF

MP3

MP4

Official copies of public records that \_\_\_\_\_ is requesting to store electronically include the following:

Records Series Title

Retention Schedule Number

Scheduled Length of Retention

\*See the Department of Defense Joint Interoperability Test Command Records Management Application Product Register for a current list of approved systems.

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Agency Head

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Date

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State Archivist

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Date