

**COLORADO STATE ARCHIVES
RECORDS MANAGEMENT MANUAL
APPENDIX F - MICROFILMING/SCANNING INFORMATION**

The State Archives follows the standards and practices recommended by the Association for Information and Image Management involving microfilming and scanning of public records. Before your agency begins a filming or scanning program, please check the [AIIM website](http://aiim.org) or you can email them at aiim@aiim.org. (800-477-2446)

Computer Output Microfilm - Better known as COM, is also a valuable working tool for the records manager and should be given serious consideration for any records series produced on computer tape. Bypassing the paper print-out entirely, COM is made directly from the computer tape, usually in the format known as microfiche, or simply fiche. COM is also covered in the Guide to Micrographics Standards.

The Department of Personnel and Administration (DPA) - Central Services provides contract microfilming and other imaging services for state agencies. They may be contacted at:

DPA - Central Services
Integrated Document Solutions Group
1001 E. 62nd Ave
Denver, CO 80216-1140
(303) 866-5320