

Scanning Services Request

Name	Email Address
Supervisor Email Address	Funding Code to Be Used for Scanning Services

Document Information

Document type	Type of Media
Describe the documents	
How many inches of space do documents take up?	Paper size
Paper condition	Are documents currently saved electronically?
Do certain fields need to be searchable? (e.g., do they need to be searchable by name, DoB, etc.?)	Are special storage conditions needed?
How often do you access these documents?	How should documents be handled after they are scanned?
Do documents include protected information?	
Do documents contain public, internal, confidential, or restricted data? See below for definitions.	

Public: Information that is deliberately made available to the public by Iowa HHS. The disclosure of such information would not cause harm to its clients, employees, or the department and knowledge of public information would not cause financial loss, embarrassment, or jeopardize the security of Iowa HHS assets. Disclosure of this information is not restricted by Iowa HHS policy, procedure or state and federal laws and regulations.

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