

RECORDS MANAGEMENT POLICY – MICROFILMING RECORDS

I. Scope

This policy defines minimum requirements for microfilming School District Records on any microform media including roll film, microfiche, jackets and aperture cards, whether done in-house, by a contracted service bureau or by vendors under contract to the District.

II. Management Controls

1. Definitions

- a. Aperture Card – card with a rectangular opening specifically prepared for mounting or inserting microfilm. Typically an aperture card is the size of an IBM punch card and is used to hold a single 35mm image of an engineering drawing.
- b. Jacket – a flat, transparent, plastic carrier with single or multiple film channels made to hold single or multiple images.
- c. Microfiche – a sheet of microfilm, generally 148mm by 105mm (approximately 6” x 4”), containing multiple images in a grid pattern. It usually contains a title (header) that can be read without magnification.
- d. Microfilming – the photographic process whereby a document image is optically reduced and recorded on film in sizes too small to be read without magnification (micro-images).
- e. Microform – any film format that contains micro-images.
- f. Revisable Document – document that is routinely maintained current by issuing revisions or other formal change notifications that supersede information contained in the previous version.
- g. Roll Film – microfilm that is or can be put on reel, spool or core; generally 16mm or 35mm wide.

2. General Requirements

- a. Since paper is costly to store properly and is susceptible to loss, damage and physical deterioration, microforms are recommended for long-term retention of records. In general records with retention of fifteen years or more, or those of high volume, should be considered candidates for microfilming.
- b. The microfilming of District records shall be done in the normal course of business, according to industry standards and regulatory requirements.
- c. After record images on microforms are verified as complete, legible and capable of being reproduced, the original can be disposed of, unless written direction from the Superintendent or legal counsel mandates the retention of the paper.
- d. The original silver halide copy of the microform shall be the official record copy for retention purposes. Diazo film copies should be used for day-to-day viewing and printing.
- e. The original silver halide copy shall be processed, handled and stored according to applicable American National Standard Institute (ANSI) standards to ensure archival quality.

3. Standard Practices

- a. Microfilm formats (include reduction ratios, targets, titling, certification, image placement and microfilm dimensions) shall conform to industry standards as set for by ANSI.
- b. If a microfilm containing multiple images (such as roll film, microfiche or jackets) is to serve as the record copy of a District record, a “Declaration by Records Custodian” and a “Declaration by Camera Operator” shall be included on the microform.
- c. The microfilming process shall follow standard practices which include;
 - i. Document preparation
 - ii. Verification that all pages of all records have been accounted for in the filming process.
 - iii. Re-filming of records when the microform copy does not pass quality control inspection (see 4).
- d. Periodic checking, through sampling or other methods to ensure the microfilm image quality has not deteriorated.

4. Quality Control

During the production of record copy microform, the following quality control tests and inspections shall be performed according to ANSI standards:

- a. resolution test
- b. density test
- c. methylene blue test
- d. visual image inspection

In order to be acceptable, a microform must pass the minimal standard requirements of these tests and inspections.

First reading by the Board of Education: September 13, 1999

Second reading by the Board of Education: September 27, 1999

Adopted by the Board of Education: September 27, 1999