

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

**PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT AND BUDGET
(OFMB)**

SUBJECT: MICROFILMING QUALITY CONTROL DOCUMENTATION

PPM #: CW-R-002

ISSUE DATE
July 10, 2019

EFFECTIVE DATE
July 10, 2019

PURPOSE:

The purpose of this PPM is to provide procedures for documenting the County's compliance with Florida Administrative Code (F.A.C.) Rule 1B-26 for microfilming of documents with a retention requirement of 10 years or more.

UPDATES:

Future updates to this PPM are the responsibility of the Director of OFMB.

AUTHORITY:

- Florida Statutes, Chapter 119, as may be amended
- Florida Administrative Code Rule 1B-26.0021, as may be amended
- Palm Beach County Administrative Code, Section 405, as may be amended, and
- Countywide PPM CW-R-001, as may be amended

POLICY:

All microfilming conducted by County departments/offices or contracted out to other agencies or private vendors will adhere to the standards and requirements stated in Rule 1B-26, F.A.C. and the guidelines in the Microfilming Handbook published by the Department of State.

Microfilming for long-term records retention records (10 years or more) shall be documented in compliance with state standards and requirements.

Quality control for in-house County microfilm programs for long-term records retention records will be monitored by the user Department.

Quality control for contracted microfilming programs is the responsibility of the records custodian or the custodian's designee.

PROCEDURES:

The following procedures apply to all entities/user departments that are microfilming, processing, duplicating, or storing documents with a 10 year (or more) retention.

Documentation

1. Density checks shall be performed on every original or security roll of microfilm. The density checks shall be logged and shall contain the following information: date, roll number, density reading, and initials of the person performing the check.
2. The resolution checks shall be logged and shall contain the following information: date, roll number, resolution reading, camera identifier, and initials of the person performing the check.
3. Tests for residual fixer shall be performed from the last microfilm processed before the developer is changed (methylene blue test is recommended). If the filming is done intermittently, the test should be performed on each batch. If the filming is ongoing, a strip of film from the last roll processed in the developer must be tested before the end of the developer's chemistry life (ANSI/AIIM MS 23-1991, 4.5.2). In either event, the test strip must be tested within 14 days after processing.

Test results shall be logged and must contain the following information:

- a. Name of the department/division whose records were filmed
 - b. Roll numbers covered by the test
 - c. Date rolls were filmed
 - d. Date rolls were processed
 - e. Date rolls were tested
 - f. Methylene blue test certificate identifier (i.e., number, date, etc.) and the name of the County employee or vendor that performed the test
 - g. Pass or fail notation
4. Processed film shall be inspected for abrasions, tears, defects, and discoloration, and proofed for omissions, distortions and readability of images. When microphotographs of documents are found to be illegible, omitted, or improperly filmed, they should be re-filmed and spliced on at the end of the roll.

The percentage of film inspected shall not be less than 1% of a batch and shall not be less than one complete roll (whichever is greater).

Inspection must be performed before paper master documents are destroyed.

The inspection shall be logged on the New Film Microfilm Quality Control Inspection form (~~refer to~~ **Attachment A**).

5. An index (or finding aid) describing the records filmed on each roll shall be created/maintained by the department/division/section or their designee.

6. Prior to filming, a random sampling of files shall be inventoried or copied. The random sampling shall be compared with the processed film to check for completeness and readability. Samples should represent documents of both high contrast and low contrast (black and white, blue on blue, etc.), and may be a mix of good, fair, and poor condition records.

The random sampling inspection shall be logged and must contain the following information:

- a. Name of the department/division whose records were sampled
 - b. Roll numbers or document identifier covered by the sampling
 - c. Date sampling was verified
 - d. Name of the person performing the sampling verification
 - e. Descriptors to identify the sampling (permit number, subdivision name, map number, etc.)
 - f. Pass or fail notation
7. Microfilm shall be inspected at least every second year by the user Department for signs of deterioration or disease. The inspection of stored film shall be logged on the Stored Microfilm Inspection form (**Attachment B**).
 8. A Certificate of Authenticity shall be filmed in the beginning targets and in the ending targets.
 9. All logs (No. 1-4 and 6-7 above) that are maintained in a computer shall be printed out when they are created/updated, or shall be copied and maintained by user Department.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-R-002, effective 5/1/89
2. PPM #CW-R-002, effective 6/8/93
3. PPM #CW-R-002, effective 9/1/95
4. PPM #CW-R-002, effective 11/3/97
5. PPM #CW-R-002, effective 02/25/10
6. PPM #CW-R-002, effective 07/03/14

**NEW FILM
MICROFILM QUALITY CONTROL INSPECTION**

Inspector _____ Date of Inspection _____

Department/Division _____

Departmental Camera Operator _____ or, Vendor Name _____

Film Custodian (Position, Department/Division) _____

Instructions: List the roll number, check the film type, check first generation (original) or second generation (duplicate) and check any defects noted for each roll of film tested.

Roll Number _____ Matching Security Roll Number _____ Account # _____
 Type of Film: ___ Silver ___ Diazo ___ Vesicular I.D. # _____
 Generation I ___ Generation II ___ Record _____
 Series _____

DEFECTS	MAJOR	MINOR	COMMENTS	ACTION Keep or Refilm
Missing Targets				
Start				
Roll/fiche number				
Identification				
Date filmed				
Reduction ratio				
Cert. of Auth.				
Resolution				
Density				
End				
Clarity				
Fogged				
Object in frame				
Skewed				

DEFECTS	MAJOR	MINOR	COMMENTS	ACTION Keep or refilm
Leader				
Density				
Resolution				
Splices				
Process Damage				
Scratches				
Foreign matter				
Other				
Fingerprints				
Pressure marks				
Residual dyeback				
Water spots				
Other				
Centering				
Photographic Defects				
Double exposed				
Light streaks				
Index				

Note: Disclaimer target must be included if any original source documents are unreadable.

Comments: _____

STORED FILM

MICROFILM QUALITY CONTROL INSPECTION

Inspector _____ Date of Inspection _____

Department/Division _____

Location _____

Number of rolls at this location _____ Number of rolls inspected _____

Facility Temperature _____ Humidity _____

Instructions: List the roll number, check the film type, and check any defects noted for each toll of film inspected.

Roll Number _____	Type: Silver _____	Diazo _____	Vesicular _____	
Physical :	Film Mottle _____	Fingerprints _____	Scratches _____	Water Spots _____
	Mildew _____	Dust _____	Red Spots _____	Odor _____
	Other _____			

Roll Number _____	Type: Silver _____	Diazo _____	Vesicular _____	
Physical :	Film Mottle _____	Fingerprints _____	Scratches _____	Water Spots _____
	Mildew _____	Dust _____	Red Spots _____	Odor _____
	Other _____			

Roll Number _____	Type: Silver _____	Diazo _____	Vesicular _____	
Physical :	Film Mottle _____	Fingerprints _____	Scratches _____	Water Spots _____
	Mildew _____	Dust _____	Red Spots _____	Odor _____
	Other _____			

Stored Film Microfilm Quality Control Inspection

Location _____

Date _____

Roll Number _____ Type: Silver _____ Diazo _____ Vesicular _____

Physical : Film Mottle _____ Fingerprints _____ Scratches _____ Water Spots _____

 Mildew _____ Dust _____ Red Spots _____ Odor _____

 Other _____

Roll Number _____ Type: Silver _____ Diazo _____ Vesicular _____

Physical : Film Mottle _____ Fingerprints _____ Scratches _____ Water Spots _____

 Mildew _____ Dust _____ Red Spots _____ Odor _____

 Other _____

Roll Number _____ Type: Silver _____ Diazo _____ Vesicular _____

Physical : Film Mottle _____ Fingerprints _____ Scratches _____ Water Spots _____

 Mildew _____ Dust _____ Red Spots _____ Odor _____

 Other _____

Roll Number _____ Type: Silver _____ Diazo _____ Vesicular _____

Physical : Film Mottle _____ Fingerprints _____ Scratches _____ Water Spots _____

 Mildew _____ Dust _____ Red Spots _____ Odor _____

Other
