

PROCEDURES FOR CONVERTING PAPER DOCUMENTS TO A MICROFORM MEDIUM

TO: KPB & KPBSD Directors, Supervisors and Record Custodians

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1. Introduction

The Records Division is specifically charged with the management and preservation of the borough's records, regardless of the medium on which the record is recorded. This document sets forth procedures to ensure the accuracy, usability, longevity, and legal acceptance of the microforms archived at the records center.

2. Purpose of Storing Records on a Microform Medium

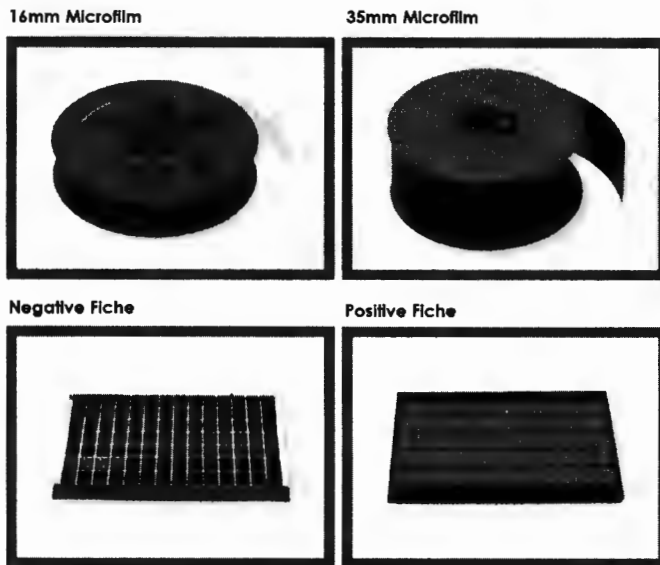
Pursuant to KPB 2.52.030(J) records considered to be of vital, historical, legal or financial value to the borough shall be stored on a microform medium, with a copy deposited with the State Archivist.

3. Definitions

There are two microform mediums that are archived at the records center.

3.1 *Microfiche*: A 6" X 4" transparent sheet of film (negative and positive exposure) on which micro-images are arranged in a grid pattern. Approximately 98 frames can be stored on one sheet.

3.2 *Microfilm*: Images arranged on 16mm/35mm reel of microfilm. Images are arranged from left to right, in a comic strip format. Approximately 2,400 medium sized images can be stored on a 16mm reel and approximately 800 medium sized images on a 35mm reel.



4. Record Series/Departments Subject to Microform Procedures

Record series/departments that are currently producing records to both microform mediums:

16mm Microfiche (Negative):

ASG-24 Certified Personal Property Assessment Roll – Assessing Department

ASG-30 Certified Real Property Assessment Roll – Assessing Department

16mm Microfilm:

ASG-07 Property Cards – Assessing Department

ASG-16 Deeds – Assessing Department

ASG-17 Personal Property Statement – Assessing Department

ASG-33 Personal Property Exemptions – Assessing Department

PAY-07 Personnel Timesheets – Finance Department

STX-04 Sales Tax Returns – Finance Department

SVC-03 Daily Fire / Emergency Activity Logs – Fire & Emergency Service Areas

The school district scans and processes their paper records to microfilm in-house. KPBSD creates a digital image of the records which is sent to their vendor and filmed. The school district retains the digital image as their reference copy and one microfilm reel is prepared and sent to State Archives.

Additional record series/departments may be added to these procedures if a need is identified. Please contact the Records Manager.

5. General Standards

When a microform copy is to serve as the original record, the following general standards shall apply:

5.1 Microimages, intended for use by department staff, should contain all of the recorded information shown on the originals and shall be able to serve the purpose for which the original records were created or maintained. Microimages should be free of obstructions, shadows, or glare which impair the legibility of a document.

5.2 Microimages of the records must be arranged, identified, and indexed so that any individual document or component of the records can be located with reasonable ease.

The objective is to capture only one record series on each microform medium. If that is not possible, minor exceptions can be made.

6. Documents Sent to MicroMedia Imaging Systems for Capturing on Microfiche

Assessing Department staff produces annual electronic files containing all required data for Certified Assessment Roll. The Assessing Department sends the electronic files to our microfiche development vendor who transfers the electronic data to microfiche.

Two generations of the microfiche are generated:

- One master
- Two retrieval copies

An Assessing staff member verifies the microfiche for accuracy and completeness.

Upon acceptance, the Assessing Department retains one retrieval copy for departmental use. The master and additional retrieval copy are sent to the Records Center. Records staff archives a retrieval copy and submits the master to State Archives.

7. Documents Sent to Records Center for Capturing on Microfilm

The records custodians for the departments listed in Paragraph 3. Record Series/Departments Subject to Microform Procedures, creates entries in the records management software program as defined in the user manual created by the records manager.

Records staff will digitize the paper records following specific standards and requirements to properly convert the images to microfilm. Careful steps must be taken to ensure preservation of the record. High quality scanners are used to produce the images.

Once the documents have been digitized, the images are cleaned and edited according to scanning specification provided by our microfilm development vendor. After which, the Records staff sends the clean images through Filezilla to the vendor to be filmed.

The film is then sent back to the Records Center. The records technicians perform a quality check to make certain the microfilmed records integrity maintains a true, readable copy of the physical document from which it was made.

Once the microfilmed record has been verified and determined that its integrity remains intact, the paper documents are destroyed and the microfilm then becomes the official record. See '*Retention Schedule and Destruction of Records*' for destruction procedures.

Certification of each microfilm reel will be performed as defined in KPB 2.52.020 (H).

Three generations of the microfilm are prepared:

- 16mm archival roll (the original camera film to be retained at the records center);
- 16mm silver-gelatin duplicate (serves as the security copy and is sent to the state archivist) pursuant to KPB 2.52.030(J);
- 16mm diazo duplicate (serves as the reference copy to be retained/used in the records' originating department).

Records Center staff then indexes the reel with entries in the records management program, noting the reel and frame numbers.

The Records Center staff must prepare a transfer list in order to transfers custody to the state archivist. The state archivist will acknowledge receipt of the records by providing a copy of the transfer list that notes each reel's location at State Archives.

5. Document Preparation for Imaging

In an effort to expedite the imaging process at the Records Center, and to ensure the best quality of the paper documents are captured, documents

should be prepared as described below.

- Documents are to be submitted on white paper. Color paper does not produce an archival-quality copy.
- Staples, paperclips and bindings are to be removed.
- Small/odd sized documents are taped on a regular sized 8.5" X 11" piece of paper.
- If the document has been folded and no longer lays flat, submit a good-quality, legible copy instead.

6. Retention Period

Records that are archived in a microform medium are only intended for those record series having permanent retention.

Should a record series retention period change from permanent status, microforms will be destroyed in the same manner as performed for paper records, including a complete audit trail and destruction report will be maintained by the records manager. See '*Retention Schedule and Destruction of Records*' for destruction procedures.

These procedures supersede any previous procedures issued and approved under KPB 2.52.040.


Wayne H. Ogle, Assembly President


Date