

Filed October 2, 1969  
4 P.M.

CERTIFICATE

PRI

STATE OF WISCONSIN    )  
                              ) SS  
PUBLIC RECORDS BOARD )

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Carl W. Volander, Chairman of the Public Records Board, and custodian of the official records of said board, do hereby certify that the annexed rules and regulations, relating to photographic reproduction of non-permanent public records, were duly approved and adopted by this board on September 17, 1969.

I further certify that said copy has been compared by me with the original on file with this board and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand for the Public Records Board in the city of Madison, this   7   day of   October  , 1969.



CARL W. VOLANDER, CHAIRMAN  
PUBLIC RECORDS BOARD

ORDER OF THE PUBLIC RECORDS BOARD  
ADOPTING RULES

Pursuant to the authority vested in the Public Records Board by sec. 16.80 (3) (c), Wis. Stats., the Public Records Board hereby adopts a rule as follows:

Sec. PR 1.04 is adopted to read:

"PR 1.04 Photographic reproduction of non-permanent public records. (1) PURPOSE. The purpose of this rule is to encourage the utilization of photographic techniques for the filing and retention of non-permanent records. With the determination by the public records board that a record series has neither permanent value nor contains important state records, an agency may be authorized to photograph documents in the series.

"(2) PROCEDURE. Whenever records of state agencies are photographed under sec. 16.80 (8), Wis. Stats., the following documentary standards shall be followed:

"(a) Each photographic reproduction shall contain notation on the face thereof indicating:

1. The name of the agency;
2. Public records board photograph authorization number;
3. The date of microfilming;
4. The camera operator by initial or number.

"(b) Uniform method of filing: The agency receiving a microfilm authorization shall develop a uniform filing system whereby the custodian of a particular series is easily identifiable. Such custodian shall upon request certify a particular photographic reproduction as standing in lieu of the original document as provided by sec. 16.80 (8), Wis. Stats.

"(c) No photographic reproduction produced under this section shall be destroyed or discarded except by a disposal authorization received from the public records board.

"(d) Film used for photographic reproduction and the processing and development of that film under this rule shall conform to the technical standards contained in the following publications:

1. American Standard Specifications for Photographic Films for Permanent Records, Ph 1.28-1957.
2. American Standard Method for Determining the Thiosulfate Content of Processed Black and White Photographic Film and Plates, Ph 4.8-1958."

The rules contained herein shall take effect on December 1, 1969 pursuant to authority granted by sec. 227.06, Wis. Stats.

DATED: September 17, 1969.

PUBLIC RECORDS BOARD



CARL W. VORLANDER  
CHAIRMAN