

Chapter PR 1

MICROFILM STANDARDS

- | | | | |
|---------|---|---------|---|
| PR 1.01 | Minimum standards of quality for permanent photographic records | PR 1.03 | Procedure for microfilming retakes |
| PR 1.02 | Documentary standards for permanent photographic records | PR 1.04 | Photographic reproduction of non-permanent public records |

PR 1.01 Minimum standards of quality for permanent photographic records. (1) **PURPOSE.** The purpose of this rule is to establish uniform and effective criteria for raw film stock used for reproducing permanent records and the testing of processed film to insure the adequacy of processing methods. The standard is not restricted to microfilm, but applies to motion picture films, roll films and sheet films.

(2) **CHANGES.** When a state agency, city or village considers that this standard does not provide for its essential needs, it shall send a written request for changing the standard to the committee on public records. The request shall be supported by adequate justification explaining why the standard does not provide for essential needs. The committee on public records will determine the appropriate action to be taken and will notify the agency, city or village.

(3) **STANDARDS.** Standard film used for permanent photographic records and the processing and development of that film shall conform to the technical standards contained in the following publications:

American Standard Specifications for Photographic Films for Permanent Records, PH 1.28—1957

American Standard Method for Determining the Thiosulfate Content of Processed Black and White Photographic Film and Plates, PH 4.8—1958

Reference copies of these standards are available from the Department of Administration, Bureau of Management, State Office Building, Madison 2, Wisconsin, and are on file with the Revisor of Statutes and the Secretary of State, Capitol, Madison, Wis. Additional copies are available from the American Standards Association Inc., 10 East 40th Street, New York 16, New York.

(4) **APPLICABILITY.** The above standards are applicable to cities and villages under section 18.01 (5) (c), Wis. Stats., 1961.

History: Cr. Register, July, 1962, No. 79, eff. 8-1-62; am. Register, April, 1964, No. 100, eff. 5-1-64.

PR 1.02 Documentary standards for permanent photographic records. (1) **PURPOSE.** The purpose of this rule is to prescribe procedures followed in the arrangement, identification, indexing and photographic reproduction of documents so that the microfilm copies will preserve the integrity of and be adequate substitutes for the original records and admissible in evidence in all courts and all other tribunals or agencies in all cases where the original documents are admissible.

(2) PROCEDURE FOR STATE AGENCIES. Whenever records of state agencies are microfilmed under section 16.80 (7), Wis. Stats., the following documentary standards shall be followed: (a) Photograph a title target at the beginning of each roll showing:

1. Name of agency.
2. Brief title of record series and date of initial document photographed.

3. Records disposal authorization number.

(b) Photograph a camera operator's certificate (Form CPR 10) at the end of each roll showing:

1. Records disposal authorization number.
2. Roll number.
3. Brief title of records series and inclusive dates of records.
4. Brief description of the first and last document on the roll or part of roll of film.

5. A statement signed by the operator substantially as follows: "I certify that I have on this _____ day of _____, 19____, photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats."

(c) When the rolls are sent out for processing, send a statement of compliance (Form CPR 11) with the film for signature by the processor, showing:

1. Name of agency.
2. Brief title of records series and inclusive dates of documents.
3. Records disposal authorization number.
4. A statement signed by the processor substantially as follows: "I certify that the film listed above complies with the minimum standards of quality for permanent photographic records, as established by the committee on public records and that the film was processed and developed in accordance with minimum standards established by the committee."

5. A statement signed by the head of agency or designated representative substantially as follows: "I certify pursuant to section 16.80 (7) (c), Wis. Stats., that this record series has been photographed on the reels of film listed above."

(3) PROCEDURE FOR CITIES AND VILLAGES. Whenever records of cities or villages are microfilmed under section 16.80 (7), Wis. Stats., the following documentary standards shall be followed: (a) Photograph a title target at the beginning of each roll showing:

1. Name of city or village and department or agency that created or filed the record.

2. Brief title of records series and date of initial document photographed.

3. Date of records disposal ordinance and identification number of the records series on the list or schedule.

(b) Photograph a camera operator's certificate at the end of each roll showing:

1. Date records were microfilmed.
2. Roll number.
3. Brief title of records series.

4. Date of records disposal ordinance and identification number of the records series on the list or schedule.

5. A brief description of the first and last documents on the roll or part of a roll of film.

6. A statement signed by the operator substantially as follows: "I certify that I have on this _____ day of _____, 19____, photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats."

(c) When the rolls are sent out for processing, send a statement of compliance with the film for signature by the processor, showing:

1. Name of city or village and department or agency that created or filed the record.

2. Brief title of records series and inclusive dates of records.

3. Date of records disposal ordinance and identification number of the records series on the list or schedule.

4. A statement signed by the processor substantially as follows: "I certify that the film listed above complies with the minimum standards of quality for permanent photographic records, as established by the committee on public records and that the film was processed and developed in accordance with minimum standards established by the committee."

5. A statement signed by the head of the department or agency or his designated representative, that created or filed the record substantially as follows:

"I certify pursuant to section 16.80 (7) (c), Wis. Stats., that this record series has been photographed on the reel of film listed above." Or this statement may be omitted if a statement for each record series or schedule such as the following was filed before the filming started:

"I, _____ (name) _____, employed by _____ (city or village) _____, do hereby declare that the records microfilmed herein are the actual records of the _____ (department or agency and record title) _____ created during its normal course of business, and that:

It is the express intent and purpose of this organization:

a. to destroy, or

b. to otherwise dispose of the original records, or

c. in the case of records microfilmed for security purposes return records to _____ (department or agency) _____ and file security copy of the microfilm in a safe depository.

and that:

The destruction, disposition, or returning of the records micro-photographed on this reel is only to be accomplished after inspection of the microfilm to assure completeness of coverage, and that:

It is the policy of this organization to microfilm and dispose or return original records as part of the planned organizational operating procedure."

Date _____ 19____
(month) (date) (signature)

Place _____
(city) (state) (title)

(department)

(d) File completed statements of compliance with the city or village clerk or other properly designated official.

History: Cr. Register, April, 1964, No. 100, eff. 5-1-64.

PR 1.03 Procedure for microfilming retakes. (1) **PURPOSE.** Whenever records of a state agency, city or village are microfilmed under section 16.80 (7), Wis. Stats., and documents in the records series are illegible on the processed film, or were missing when the record series was microfilmed, the documents shall be microfilmed as retakes.

(2) **PROCEDURE FOR STATE AGENCIES.** (a) Photograph a retake title target showing:

1. Name of agency.
2. Brief title of records series and inclusive dates of records.
3. Records disposal authorization number.
- (b) Microfilm the documents which were illegible or missing.

(c) Microfilm a camera operator's retake certificate (Form CPR 13) showing:

1. Name of agency.
2. Brief title of records series and inclusive dates of records.
3. Roll number.
4. Records disposal authorization number.
5. A brief description of the first and last document on the roll or part of a roll of film.

6. A statement signed by the operator substantially as follows: "I certify that I have on this _____ day of _____, 19____, photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats., and I further certify that the images appearing above between the retake title target and this certificate are:

_____ True copies of records in the series described above, which records were not available at the time the series was originally photographed.

_____ True copies of records in the series described above, microphotographs of which proved unsatisfactory on inspection of the original microfilm roll.

The records appearing on this retake were records in the series described above, and were photographed as an addendum to be attached to the original roll of film."

(d) When the processed retake strip has been inspected and found legible, it shall be spliced at the beginning or the end of the roll of microfilm which contains the illegible images or which should have contained the missing documents.

(3) **PROCEDURE FOR CITIES AND VILLAGES.** (a) Photograph a retake title target showing:

1. Name of city or village and department or agency that created or filed the record.
2. Brief title of records series and inclusive dates of records.
3. Date of records disposal ordinance and identification number of the records series on the list or schedule.

(b) Microfilm the documents which were illegible or missing.

(c) Microfilm a camera operator's retake certificate showing:

1. Name of city or village and department or agency that created or filed the records.
2. Date records were microfilmed.
3. Roll Number.
4. Date of records disposal ordinance and identification number of the records series on the list or schedule.
5. A brief description of the first and last document on the roll or part of a roll of film.
6. A statement signed by the operator substantially as follows:

"I certify that I have on this ----- day of -----, 19----, photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats., and I further certify that the images appearing above between the retake title target and this certificate are:

----- True copies of records in the series described above, which records were not available at the time the series was originally photographed.

----- True copies of records in the series described above, microphotographs of which proved unsatisfactory on inspection of the original microfilm roll.

The records appearing on this retake were records in the series described above, and were photographed as an addendum to be attached to the original roll of film."

(d) When the processed retake strip has been inspected and found legible, it shall be spliced at the beginning or the end of the roll of microfilm which contains the illegible images or which should have contained the missing documents.

History: Cr. Register, April, 1964, No. 100, eff. 5-1-64.

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 section 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 section 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.

History: Cr. Register, October, 1969, No. 166, eff. 11-1-69.

See (4) 1.07