

Microfilming Standards and Procedures

Local Government Bulletin

Number One



TEXAS
STATE
LIBRARY

State and Local

Records

Management

Division

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First Edition, October 1990
Second Edition, January 1992
(with amendments to administrative rules effective January 10, 1992)
Third Edition, January 1993
(with amendments to administrative rules effective December 23, 1992)
Fourth Edition, June 1996
(with amendments to administrative rules effective June 12, 1996)

This bulletin is one in a series of publications designed to assist local governments in the establishment and implementation of records management programs as required by the Local Government Records Act of 1989.

Local Government Bulletin Number One

Microfilming Standards and Procedures

This bulletin contains the statutory law governing microfilming by local governments (Local Government Code, Chapter 204) and administrative rules concerning microfilming adopted under authority of the statute by the Texas State Library and Archives Commission (Texas Administrative Code, Title 13, Chapter 7). Any questions concerning these standards and procedures or about microfilming in general should be directed to:

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LOCAL GOVERNMENT CODE CHAPTER 204

§204.001. DEFINITIONS.

In this chapter:

(1) "Microfilm" means roll microfilm, microfiche, and all other formats produced by any method of microphotography or other means of miniaturization on film.

(2) "Microfilming" means the methods, procedures, and processes used to produce roll microfilm, microfiche, or other microphotographic formats.

§204.002. AUTHORIZATION.

Any local government record may be maintained on microfilm in addition to or instead of paper or other media, subject to the requirements of this chapter and rules adopted under it.

§204.003. MICROFILM PRODUCED UNDER PRIOR LAW.

(a) All microfilm produced before June 1, 1990, under prior law is validated to the extent the microfilm was produced in the manner and according to the standards prescribed by prior law.

(b) In rules adopted under Section 204.004, the commission may establish procedures for the retrospective certification of uncertified or improperly certified microfilm produced before April 1, 1990, that otherwise meets the standards prescribed by prior law.

§204.004. STANDARDS AND PROCEDURES.

(a) The commission shall adopt rules on or before April 1, 1990, establishing standards and procedures for the microfilming of local government records. The rules must be approved as required by Section 441.165, Government Code.

(b) The rules must prescribe:

- (1) standards for film quality, resolution, density, definition, and chemical stability;
- (2) tests and other methods of inspection required to establish that prescribed standards have been met;
- (3) procedures for verifying that records have been filmed accurately;
- (4) procedures for the certification of microfilmed records;
- (5) standards for the use of editorial and technical targets on microfilm;
- (6) standards for the production of use copies from and the storage of master microfilm negatives;
- (7) procedures for the labeling and indexing of microfilmed records;
- (8) procedures establishing the manner in which court case papers must be filmed;
- (9) procedures for the expunction of criminal records on microfilm pursuant to court order;
- (10) standards for computer-output microfilm; and
- (11) standards for providing access by the members of the public to records on microfilm to which they

are entitled under law.

(c) In rules adopted under this section, the commission may establish differing standards and procedures for the microfilming of:

- (1) any permanent record;
- (2) any record of a municipal, justice, county, or district court; or
- (3) any record to which access is restricted under Chapter 424, Acts of the 63rd Legislature, Regular Session, 1973 (Article 6252-17a, Vernon's Texas Civil Statutes), or other state law.

§204.005. RULES TO BE UPDATED.

The director and librarian shall monitor standards relating to microfilming developed for use by federal agencies or adopted by national organizations that develop and set standards in the fields of information and records management in order to recommend to the commission any needed amendments to rules.

§204.006. INDEXING.

An index to a microfilm record must show the same information that may be required by state law for an index to the same record if it is not microfilmed.

§204.007. DESTRUCTION OF ORIGINAL RECORDS.

(a) Except as provided by Section 204.008, the original of a record that has been microfilmed pursuant to this chapter and rules adopted under it may be destroyed before the expiration of its retention period on a records retention schedule issued by the commission.

- (b) A list of the originals of microfilmed records destroyed shall be filed with the records management officer.
- (c) The microfilm record must be retained until the expiration of the retention period for the original record.

§204.008. DESTRUCTION OF PERMANENT RECORDS.

(a) The original of a permanent record may not be destroyed until a destruction authorization request is submitted to the director and librarian certifying that the microfilm of the record meets the standards of this chapter and rules adopted under it.

(b) Requests shall be submitted by the records management officer or under the officer's direction or, if a records management officer has not yet been designated under Section 203.025, by the custodian of the microfilm records.

(c) If the director and librarian or the designee of the director and librarian approves the request, the original record may be destroyed.

(d) In lieu of destruction, the director and librarian may require that the original record be transferred to the custody of the commission.

(e) If the director and librarian or the designee of the director and librarian disapproves the request, the reasons for the disapproval shall be stated in writing within a reasonable time to the records management officer or custodian. The original records may not be destroyed until the microfilm of the records is brought into compliance with this chapter and the rules adopted under it as evidenced by the submission of a new destruction authorization request.

(f) The director and librarian shall determine the form and manner of submission of destruction authorization requests required by this section.

§204.009. MICROFILM OF PERMANENT RECORDS TO BE SUPPLIED.

(a) A local government or elected county officer, at the request of the director and librarian, shall supply to the commission a copy of the microfilm of any permanent record to which access is not restricted by law.

(b) The commission shall reimburse the local government or elected county officer for the cost of the copy. If the film duplication is performed by the local government or elected county officer, the cost must be the same as that paid by state agencies to the Texas State Library for a similar microfilm copy. If the film duplication is done by a commercial microfilming service under contract with the local government or elected county officer, the cost of the copy may not exceed the cost paid by the local government or elected county officer for a copy under the contract.

(c) The director and librarian or an employee of the commission may not provide certified copies of a record on microfilm obtained under this section without the consent of the original local custodian of the record.

§204.010. COMMERCIAL MICROFILM STORAGE FACILITIES.

(a) The commission may establish a program for the certification of commercial microfilm storage facilities for the storage of the master microfilm negatives of local government records.

(b) If the commission establishes a certification program, the procedures of this subsection apply. On request by the commercial storage facility, the director and librarian shall inspect the facility to determine if the facility meets the minimum standards established by the commission under Section 204.004 for the storage of the microfilm of local government records. If the commercial storage facility meets the minimum standards established by the commission, the name of the facility shall be added to a list of certified storage facilities to be prepared by the director and librarian and made available on request to a local government, elected county officer, or other interested party. The inspection and certification of commercial storage facilities shall be on a fee basis to be determined by the commission.

(c) The commission shall determine the period a certification made under this section is effective.

§204.011. EFFECTIVE AS ORIGINAL RECORD.

(a) A microfilmed record created in compliance with this chapter and rules adopted under it, including microfilm validated by Section 204.003, is an original record and shall be accepted by any court or administrative agency of this state.

(b) If issued and certified by a local government recordkeeper, a copy on paper or film of a microfilmed record shall be accepted by a court or administrative agency of this state as a certified copy of an original record.

TEXAS ADMINISTRATIVE CODE

TITLE 13, CHAPTER 7

§7.21. DEFINITIONS.

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Local Government Code, Chapter 201, or technical report AIIM TR2 adopted by reference in §7.22(a) (relating to Adopted National Standards) of this title.

Aperture card—A card with a rectangular opening(s) into which 16mm/35mm microfilm frames can be inserted, mounted, or pre-mounted.

Batch—A quantity of chemicals or film which has been prepared at one time, and which has been identified through labeling or through other means by the manufacturer as a batch or lot.

CAD (computer assisted design)—A method of creating microimages by computer-driven laser.

Convenience film—Microfilm copies of records created only for convenience of use and considered nonrecords under the Local Government Code, §201.003(8).

Declaration by the camera operator—A target photographed on film following the filmed records that provides identification of beginning and ending records on the film; signature of the camera operator; date the declaration was filmed; and reduction range, if more than one ratio has been used.

Diazo—A photographic film containing one or more photosensitive layers composed of diazonium salts in a polymeric material which react with coupler(s) to form an azo dye image after film processing.

Duplicate microfilm—A microfilm copy made from the original or master negative. Can be silver, diazo or vesicular film.

Essential record—Any local government record necessary to the resumption or continuation of government operations in an emergency or disaster, to the re-creation of the legal and financial status of the government, or to the protection and fulfillment of obligations to the people of the state.

Local government record—Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business, except for materials excluded under the Local Government Code, Chapter 201.

Microfilm—Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by any method of microphotography or other means of miniaturization on film.

Microfilm container—Generic term for any enclosure in close or direct contact with film such as a reel, can, bag, folder, sleeve (sheath), jacket, envelope, window mount or mat, slide mount, carton, cartridge, cassette, and aperture card.

Microfilming—The methods, procedures, and processes used to produce microfilm.

Needs assessment—A documented process to determine the feasibility and justification for microfilming records including consideration of the retention period and activity rate of the records, advantages and limitations of alternate records media, protection of essential records, access or retrieval concerns, and cost comparisons.

Original microfilm—Film produced directly from the record (also known as first-generation microfilm and camera film).

Records custodian—The appointed or elected public officer who by the state constitution, state law, ordinance, or administrative policy is in charge of an office that creates or receives local government records.

Records management officer—The person identified under the Local Government Code, §203.001 or designated under the Local Government Code, §203.025 as the records management officer.

Records series—A group of identical or related records that are normally used and/or filed together, and that permit evaluation as a group for retention scheduling purposes.

Retention period—The minimum time that a local government record must be retained as established on a records retention schedule adopted under §7.125 of this title (relating to Records Retention Schedules).

Security copy—Either the original microfilm or a duplicate that is stored offsite for the full retention period of the record.

Step-and-repeat system—A method of microfilming by which images are directly placed on an area of film according to a predetermined format, usually in orderly rows and columns.

Title page—A target photographed on film stating that the records are microfilmed in the regular course of business and identifying the name of the government and office of origin, if applicable; name and title of the current records custodian/officer; name and location of service bureau, if applicable; reduction ratio; records series title; inclusive dates of records and volume numbers or serial numbers needed to clearly identify the records; and restriction or classification, if applicable.

Vesicular—Photographic film containing one or more photosensitive layers composed of diazonium salt in a thermoplastic material.

§7.22. ADOPTED NATIONAL STANDARDS.

(a) The commission adopts by reference the following copyrighted standards and recommended practices issued by the American National Standards Institute (ANSI) and/or the Association for Information and Image Management (AIIM) as minimum requirements for all microfilming of local government records where these sections do not specify a standard or practice. A copy of each of the standards adopted in this section is on file and available for public inspection during regular working hours at the State and Local Records Management Division, Texas State Library, 4400 Shoal Creek Boulevard, Austin, TX 78756. The standards are distributed by and available from the Association for Information and Image Management, Suite 1100, 1100 Wayne Avenue, Silver Spring, MD 20910-5699.

(1) AIIM TR2-1992, Glossary of Imaging Technology.

(2) AIIM TR11-1987 with 1993 addendum, Microfilm Jacket Formatting and Loading

Techniques.

(3) AIIM TR12-1988, Bar Coding on Microfiche for Production and Dynamic Distribution Control.

(4) ANSI IT9.2-1991, Imaging Media - Photographic Processed Films, Plates, and Papers - Filing

Enclosures and Storage Containers.

(5) ANSI IT9.5-1992, Imaging Media (Film) - Ammonia-Processed Diazo Films - Specifications for

Stability.

(6) ANSI IT9.11-1991, Imaging Media - Processed Safety Photographic Film - Storage.

(7) ANSI IT9.12-1991, Photography - Processed Vesicular Photographic Film - Specifications for Stability.

(8) ANSI/AIIM MS1-1988, Recommended Practice for Alphanumeric Computer-Output Microforms - Operational Practices for Inspection and Quality Control.

(9) ANSI/AIIM MS5-1992, Microfiche.

(10) ANSI/AIIM MS8-1988, Image Mark (Blip) Used in Image Mark Retrieval Systems.

(11) ANSI/AIIM MS11-1987, Microfilm Jackets.

(12) ANSI/AIIM MS14-1988, Specifications for 16mm and 35mm Roll Microfilm.

(13) ANSI/AIIM MS17-1992, Micrographics - Rotary (Flow) Microfilm Camera Test Chart and Test Target - Descriptions and Use.

(14) ANSI/AIIM MS18-1992, Micrographics - Splices for Imaged Microfilm - Dimensions and Operational Constraints.

(15) ANSI/AIIM MS19-1993, Standard Recommended Practice - Identification of Microforms.

(16) ANSI/AIIM MS23-1991, Practice for Operational Procedures/Inspection and Quality Control of First-generation, Silver Microfilm of Documents.

(17) ANSI/AIIM MS28-1987, Alphanumeric COM Quality Test Slide.

(18) ANSI/AIIM MS39-1987, Recommended Practice for Operational Procedures, Quality Control and Inspection of Graphic Computer-Output Microforms.

(19) ANSI/AIIM MS42-1989, Recommended Practice for the Expungement, Deletion, Correction, or Amendment of Records on Microforms.

(20) ANSI/AIIM MS43-1988, Recommended Practice for Operational Procedures/Inspection and Quality Control of Duplicate Microforms of Documents and From COM.

(21) ANSI/AIIM MS45-1990, Recommended Practice for Inspection of Stored Silver-Gelatin Microforms for Evidence of Deterioration.

(22) ANSI/AIIM MS51-1991, Micrographics - ISO Resolution Test Chart No. 2 - Description and Use.

(23) ANSI/NAPM IT9.1-1992, Imaging Media (Film) - Silver-Gelatin Type - Specifications for Stability.

(24) ANSI/NAPM IT9.17-1993, Photography - Determination of Residual Thiosulfate and Other Related Chemicals in Processed Photographic Materials - Methods Using Iodine-Amylose, Methylene Blue and Silver Sulfide.

(b) In case of conflict between any standard adopted by reference in subsection (a) of this section and any provision of these sections, these sections prevail.

§7.23. GENERAL.

(a) These sections apply to the microfilming of any local government record that is to be maintained solely in microfilm format and to all microfilm which is created or maintained for the full retention period of the record as a backup or security copy of a local government record. These sections do not apply to convenience film.

(b) Microfilming of records must be in compliance with an approved records control schedule except, if a local government does not have an approved schedule, a microfilming needs assessment must be completed to determine if filming is justified.

(c) For microfilm maintained as roll film, no more than one records series is permitted on each roll of microfilm.

(d) For essential records that are microfilmed, there must be a security copy stored offsite.

(e) The originals of records or source documents that have been microfilmed may be destroyed prior to the expiration of their retention periods only if the microfilm complies with these sections and in accordance with the Local Government Code, §§204.007-204.008.

(f) After the completion of the production tests and inspections required under §7.25 of this title (relating to Microfilm Production Tests and Inspections), original microfilm must not be unwound and used for any purpose except:

(1) to produce duplicate copies of the film;

(2) to carry out inspections under §7.27 of this title (relating to Inspection of Stored Original Microfilm);

(3) to expunge records as required by §7.32 of this title (relating to Expungement); or

(4) to destroy records as required by §7.33 of this title (relating to Destruction of Microfilmed Records).

(g) Microfilm produced for a local government is the property of the local government, and the local government and its records management officer have the same responsibilities for ensuring the management and preservation of microfilmed records under the Local Government Code, Title 6, Subtitle C, as if the records were not microfilmed.

(h) If a service provider is used for the filming, processing, and/or storage of local records, a written agreement must be in place to provide access in compliance with local, state, and federal laws or delivery of the records as needed by the local government and to allow inspections of the microfilm facilities by the records management officer, records custodian, or other authorized representative of the governing body of the local government.

(i) All microfilm produced before the effective date of these sections is validated to the extent the microfilm was produced in the manner and according to the standards prescribed by prior law or the provisions of Local Government Code, Chapter 204, and the rules adopted under it.

§7.24. MICROFILM PRODUCTION PROCEDURES.

(a) Standards for original microfilm.

(1) First-generation, silver microfilm - ANSI/AIIM MS23.

(2) Microfiche - ANSI/AIIM MS5.

(3) Roll microfilm - ANSI/AIIM MS14.

(4) Splices for microfilm - ANSI/AIIM MS18.

(5) The quality-index graph in standard ANSI/AIIM MS23 must be used to determine the minimum quality index for all microfilm of essential and permanent records and for 10% of the total volume of microfilm of other records. All microfilm of permanent and essential records must meet a minimum quality index level of 5.0. Microfilm of other records must meet a minimum quality index level of 3.6.

(b) Standards for microfilm duplicates.

(1) ANSI/AIIM MS43 and the following standards, as applicable.

(2) Diazo film - ANSI IT9.5.

(3) Vesicular film - ANSI IT9.12.

(4) Silver film - ANSI/NAPM IT9.1.

(c) Film specifications.

(1) Original microfilm must meet standard ANSI/NAPM IT9.1, except where these sections specifically state otherwise.

(2) Film with a polyester base must be used for records having a retention period of 10 years or more.

(3) Any film type may be used for records having a retention period of less than 10 years, provided the microfilmed record will last for the required retention period.

(d) Indexing.

(1) The indexing and retrieval system to be used must be determined before preparing documents for filming.

(2) The records must be arranged, identified, and indexed for filming so that an individual document or a series of documents can be located on film.

(3) Any use of image marking must comply with standard ANSI/AIIM MS8.

(4) In those instances where records are not self-indexing, (i.e. not in a readily identifiable numeric or alphabetic sequence) an index must be maintained.

(e) Document preparation.

(1) All imperfections that affect the legibility of a document must be repaired, if possible, and if allowed by the records management officer or records custodian.

(2) Documents must be filmed in an orderly sequence and misplaced pages, folders or other file units must be put in the correct order.

(3) The film must be as complete a record of the file as possible. Problems with missing file units, incorrect pagination, illegible pages, etc. must be documented by inserting and filming targets, as specified in standard ANSI/AIIM MS23.

(4) Whenever possible, targets must all face the same direction as the records being microfilmed.

(f) Image sequence for filming.

(1) The image sequence on roll microfilm must be at a minimum:

(A) leader with a minimum of 700 millimeters (28 inches) of blank film;

(B) density target and resolution target;

(C) title page;

(D) records on film;

- (E) declaration by camera operator;
 - (F) density target and resolution target; and
 - (G) trailer with a minimum of 700 millimeters (28 inches) of blank film.
- (2) The filming sequence for retakes/additions on all microfilm must be:
- (A) title target identifying the retake/addition records;
 - (B) the retake/addition records; and
 - (C) declaration by camera operator.

(3) Retakes/additions can be spliced either before the density and resolution targets at the beginning of the film or after the density and resolution targets at the end of the film. Retakes/additions can be on another roll of film if cross-indexed to the original role on the title target and the container label.

§7.25. MICROFILM PRODUCTION TESTS AND INSPECTIONS.

(a) The following tests must be performed on microfilm as indicated.

(1) Methylene blue test.

(A) A methylene blue test for conventionally processed silver-gelatin film must be performed on all original microfilm in compliance with standard ANSI/NAPM IT9.17.

(B) A test must be performed on a strip of processed, clear, and unexposed film approximately six inches long from the original microfilm or on a process control strip at least once each week during which processing is done.

(C) A test must also be performed whenever a batch of fixer or developer is changed, or when changes in processing such as replacement or addition of filter, water softener, or replenishing system are made, or when water is changed.

(D) If processing is performed by a service bureau, a test performed for one local government may satisfy this requirement for more than one local government.

(E) If film fails to meet the standards established by these sections, it must be rewashed and retested within 14 days of initial processing.

(F) Once a year, two test strips must be taken from the same microfilm; one must be sent to an independent testing laboratory and the other to the laboratory which performs the weekly test, for verification of test results.

(G) If either test result is greater than 0.014 grams per square meter, the records management officer or records custodian must identify and remedy the cause of the deviation from the required standard.

(2) Density test.

(A) A density test must be performed on all original microfilm in compliance with standard ANSI/AIIM MS23 and the background density must be in accordance with that standard.

(B) Densitometer used must be calibrated daily, when in use.

(3) Resolution test.

(A) A resolution test must be performed on all original microfilm in compliance with standard ANSI/AIIM MS23.

(B) The resolution target must meet the following standards:

- (i) ANSI/AIIM MS17; and/or
- (ii) ANSI/AIIM MS19; and/or
- (iii) ANSI/AIIM MS51.

(C) Photocopies of the resolution target must not be used for testing.

(D) Resolution target images must be evaluated under a microscope to determine if resolution loss from duplicating is acceptable. A duplicate of a first-generation film must have a resolution loss of no more than one test pattern of the test objects described in ANSI/AIIM MS51.

(b) Original processed microfilm must be visually inspected according to the following procedures.

(1) Within two weeks of completion of the methylene blue test, a visual inspection of microfilm must be completed to verify legibility.

(2) Film of essential records or records having a retention period of 10 years or more must be inspected image by image.

(3) Film of non-essential records having a retention period of less than 10 years must be inspected at least every three meters (10 feet) of each roll or every third fiche.

(4) Images of documents must be uniformly placed on the film and must be free of any defects in the filming area that would interfere with the documents being read.

(5) If a defect is found on any microfilm, the microfilm immediately preceding and following the sample of microfilm on which the defect was found must be inspected. If a defect is found on those microfilms, the uninspected microfilm preceding and/or following those microfilms must be inspected image by image until all defective film has been identified.

(c) Testing and Inspection of Equipment.

(1) Cameras and ancillary equipment must be calibrated, tested, or otherwise inspected and adjusted at least twice annually or more often if required to comply with manufacturer's specifications or recommended operating and maintenance procedures.

(2) Processors must be monitored on a scheduled basis with process control strips (sensitometric strips) at a minimum at the start of processing each day and whenever a batch of film, fixer, or developer is changed, or when changes in processing such as replacement or addition of filter, water softener, or replenishing system are made, or when water is changed.

§7.26. STORAGE OF ORIGINAL MICROFILM.

(a) Original microfilm must be stored in a separate building from that in which duplicate copies, if any, or the original records are housed, and under conditions that meet the requirements of this section.

(b) Microfilm must be stored in a storage room or vault that complies with the following:

(1) is separate from other types of storage, offices, or work areas and offers protection from fire, water, steam, structural collapse, unauthorized access, and other potential hazards;

(2) is equipped with a fire alarm system and capable of preventing temperatures inside the storage room/vault from exceeding 150 degrees Fahrenheit and the relative humidity inside the storage room/vault from exceeding 85% for up to two hours in the event of a fire external to the storage room/vault;

(3) if constructed or readapted after 1991 to serve as a microfilm storage facility, is equipped with a fire suppression system and with automatic fire control dampers in ducts carrying air to and from the storage room/vault;

(4) if needed, is equipped with a system capable of removing those gaseous impurities in the surrounding environment as specified in standard ANSI IT9.11;

(5) if subject to invasion of solid particles that can abrade film or react on the images, has mechanical filters or electrostatic precipitators installed with a cleaning efficiency of at least 80% when tested with atmospheric air in accordance with standard ANSI IT9.11;

(6) has approximately 0.05 inch of pressure above atmospheric pressure; e.g., a positive air pressure is maintained within the storage room or vault; and

(7) has adequate temperature and humidity controls.

(A) For microfilm of records with a retention of 10 years or more, temperature must not exceed 70 degrees Fahrenheit, and a constant relative humidity of 35% must be maintained with a maximum variance of plus/minus 5.0% relative humidity in a 24-hour period.

(B) For microfilm of records with a retention of less than 10 years, the maximum temperature must not exceed 77 degrees Fahrenheit, and a relative humidity range between 20% and 50% must be maintained with a maximum variation of plus/minus 5.0% relative humidity in a 24-hour period.

(c) Standards for microfilm containers and storage housings.

(1) A microfilm container must be used for processed microfilm to protect the film and facilitate identification and handling.

(2) Chemically stable materials such as non-corrosible metals (anodized aluminum or stainless steel), peroxide-free plastics, and acid-free paper must be used for containers to ensure no degradation is caused to the image.

(A) If an adhesive is used, it must have no harmful effect on the photographic images.

(B) Inks used on the container and on the label must not be a source of products that may damage the film or the enclosure itself.

(C) Paper that is free of chemicals harmful to the film may be used to secure roll film, if needed.

(3) Container label information must include:

(A) whether the film is original microfilm or a duplicate, including generation number if known;

(B) identification number;

(C) name of government and office of origin, if applicable;

(D) records series title;

(E) inclusive dates of records;

(F) the beginning and ending records; and

(G) retakes/additions, if applicable.

(4) Microfilm must be stored in a closed housing or may be stored on open shelves or racks if the film is in closed containers.

(5) Storage housing materials must be noncombustible and noncorrosive.

(6) Storage housing and containers must not be overloaded and film must not be stored under pressure.

(d) Films of different generic types, such as silver-gelatin, diazo, and vesicular films, must not be stored in the same storage room/vault or in rooms sharing common ventilation.

§7.27. INSPECTION OF STORED ORIGINAL MICROFILM.

(a) An inspection of stored original microfilm must be conducted in accordance with the following standards:

(1) ANSI IT9.11;

(2) ANSI/AIIM MS45; and

(3) ANSI/NAPM IT9.1.

(b) When inspection is done, the sample of microfilm to be inspected for each storage room or vault, if more than one, must be 1/1000th of the total volume of stored microfilm or at least 100 microforms (rolls, jackets, microfiche, aperture cards, COM, etc.) whichever is greater. Sampling procedures must be established that will assure that all parts of the group of microfilm are represented.

(c) An inspection of stored microfilm must be conducted every two years, except if the microfilm has been stored under temperature and/or humidity conditions other than those specified in these sections, it must be inspected yearly.

(d) Containers used to store the film must be inspected for evidence of rust, corrosion, or other deterioration and replaced, if needed.

(e) Original microfilm must be inspected on a light box with rewinds or comparable equipment which will not scratch the film.

(f) If deterioration is found, a more extensive inspection must be conducted to locate all deteriorating film.

(g) Any deteriorating film must immediately be removed from the storage area and the problem corrected before returning the film to storage.

§7.28. COMPUTER OUTPUT MICROFILM (COM).

(a) Standards for COM are the same as other microfilm formats, except as stated in this section.

(b) The COM original must be wet processed silver-gelatin film for essential records and records with a retention of 10 years or more.

(c) The following standards for production, testing, and inspection of COM must be met:

(1) ANSI/AIIM MS1;

(2) ANSI/AIIM MS5;

(3) ANSI/AIIM MS28;

(4) ANSI/AIIM MS39;

(5) ANSI/AIIM MS43; and

(6) ANSI/NAPM IT9.17.

(d) If bar coding is used, the procedures in technical report AIIM TR12 must be followed.

(e) The COM original must be visually inspected every 10 feet.

(f) Eye-legible titling information must include the following:

(1) name of government and office of origin, if applicable;

(2) records series title;

(3) date(s) of records; and

(4) starting and/or ending indexing information.

(g) A reduction ratio not exceeding 48:1 must be used.

(h) Adherence to the provisions of §7.24(f) of this title (relating to Image Sequence for Filming) is not required.

§7.29. JACKETING.

(a) Standards for jacketed microfilm are the same as other microfilm formats, except as stated in this section.

(b) Original microfilm may be placed in a jacket, if there is a security copy stored according to the provisions of §7.26 of this title (relating to Storage of Original Microfilm) and inspected according to the provisions of §7.27 of this title (relating to Inspection of Stored Original Microfilm).

(c) The following must be included in the jacket header information:

- (1) name of government and office of origin, if applicable;
- (2) records series title;
- (3) date(s) of records; and
- (4) starting and/or ending indexing information.

(d) Header information must be created with a black carbon-type ribbon or ink that will not bleed, spread, or transfer.

(e) Microfilm jackets must comply with ANSI/AIIM MS11.

(f) The procedures in AIIM TR11 must be used for the jacketing of film.

(g) If using a strip film processor camera, the density test and resolution test for original microfilm must be conducted at a minimum of once every roll or every 3,000 images.

§7.30. APERTURE CARD/CAD SYSTEMS.

(a) Standards for film produced by aperture card/CAD systems are the same as other microfilm formats, except as stated in this section.

(b) The original microfilm and enclosure must pass the photographic activity test criteria outlined in the standard ANSI IT 9.2.

(c) A density test and a resolution test must be conducted on a sample of original microfilm at a minimum of once every 250 cards or every 1,000 images, whichever is greater.

(d) Aperture cards must have the following information on label headings:

- (1) name of government and office of origin, if applicable;
- (2) records series title;
- (3) date(s) of records; and
- (4) unique identifier.

(e) Adherence to the provisions of §7.24(f) of this title (relating to Image Sequence for Filming) is not required.

§7.31. STEP-AND-REPEAT SYSTEMS.

(a) Standards for film produced by step-and-repeat systems are the same as other microfilm formats, except as stated in this section.

(b) Silver-gelatin microfilm in roll or microfiche form must be used for original microfilm.

(c) A density test and a resolution test for original microfilm must be conducted at the beginning of each day of filming and at a minimum of once every roll, or if using pre-cut film, every 3,000 images.

(d) Adherence to the provisions of §7.24(f) of this title (relating to Image Sequence for Filming) is not required.

§7.32. EXPUNGEMENT.

(a) Expungement of records must comply with statutory law and standard ANSI/AIIM MS42.

(b) If roll film is spliced, the following information must be inserted in place of the expunged record(s):

- (1) a start of expungement target;
- (2) replacement documents for documents that were expunged (if necessary);
- (3) an expungement certificate containing the following information:
 - (A) the number of the district court ordering the expungement;
 - (B) the signature, printed name, and title of the custodian of expunged records;
 - (C) the date of expungement.

(c) If the abrasion method is used, an expungement certificate must be maintained that includes the information specified by subsections (b)(3)(A)-(C) of this section and other information sufficient to identify the microfilm and the image location, if applicable. This certificate must be preserved until the microfilm's final disposition.

(d) Images on film must not be expunged by punching holes through film, by using opaque, by blotting images with ink-type pen, or by using chemical means such as potassium dichromate (bleach) on film emulsion.

(e) Expungement certificates must not be used when an amended certificate of birth is prepared and filed based on adoption, legitimation, or paternity determination. No evidence may be retained in the microfilm, index, or cross-reference through which the confidentiality of adoption, legitimation, or paternity actions may be directly or indirectly violated.

§7.33. DESTRUCTION OF MICROFILMED RECORDS.

(a) Microfilmed records must be destroyed only in accordance with the Local Government Code, §§202.001-202.003.

(b) Microfilmed records scheduled for destruction must be disposed of in a manner that ensures protection for any sensitive or confidential information.

(c) Destruction of records on a roll of microfilm containing multiple record series must be done by destroying the whole roll of film at the time the records on the film that have the longest retention period are eligible for destruction or, if filmed prior to the effective date of these standards, by deleting the section of the film containing records eligible for destruction and splicing the film. If the film is spliced, a destruction notice containing the following information must be inserted in place of the deleted records:

- (1) the record series title and the inclusive dates of the records;
- (2) the signature, printed name, and title of the custodian of the deleted records;
- (3) the date of the deletion.

§7.34. DOCUMENTATION AND RECORDKEEPING.

(a) Microfilm production, including testing, and inspection.

(1) Records management officers or records custodians must require documentation to be maintained that identifies titles of records filmed, quality control tests conducted, the results of quality control tests, dates records filmed, disposition of records after filming, dates film processed, disposition of film, reduction ratio used, records series contained on each microfilm, and equipment on which each microfilm was filmed and processed. The documentation must be retained until final disposition of all microfilm documented in the log or equivalent.

(2) If filming or processing is done by a service bureau, the local government must obtain a statement of the results of density, resolution, methylene blue, and visual inspection tests from the service bureau attesting to the accurate reproduction of records filmed.

(b) Microfilm storage inspections.

- (1) The following information must be recorded for each inspection of stored microfilm.
 - (A) the quantity and identification of microfilm inspected;
 - (B) the condition of the microfilm, including description of any deterioration;
 - (C) any corrective action required;
 - (D) the date(s) of inspection and signed certification of inspector; and
 - (E) the date any corrective action was completed.

(2) The inspection log of stored microfilm must be maintained by year and within each year numerically according to microfilm identifier or number.

(c) Microfilm program procedures, training, and reviews.

(1) Written procedures must be prepared for the microfilm program and periodically updated to reflect current practice and at a minimum must include a description of:

- (A) purpose of microfilm program;
- (B) microfilm production including tests and inspections;
- (C) storage of microfilm;
- (D) inspection of stored microfilm;
- (E) destruction of microfilmed records including expungement of information on microfilm;

and

(F) documentation maintained.

(2) Staff training on microfilm procedures must be documented.

(3) The microfilm program must be reviewed by the records management officer or the records custodian yearly for compliance with the Local Government Code, Chapter 204 and these sections.

§7.35. PUBLIC ACCESS TO INFORMATION ON MICROFILM.

Local governments must adopt procedures to ensure that the public has the same access to information on microfilm as they would be entitled to if the information were recorded in another medium and to protect access to confidential information on microfilm. Where microfilm is the record medium, a paper copy, duplicate microfilm, or other type of copy must be made available for public use. The local government must not provide the original microfilm for public access.

Published by:
Texas State Library
State and Local Records Management Division
Box 12927
Austin, Texas 78711-2927