



<b>Title</b> Transfer of Security Microfilm and Access to Security Microfilm	<b>Document Code No.</b>  INF 12-1 (AP)
<b>Department/Issuing Agency</b> Division of Records and Elections	<b>Effective Date</b> February 11, 1989
<b>Approved</b> <i>[Signature]</i> 2/11/89	

**Section 1.0 SUBJECT TITLE:** Transfer of Security Microfilm and Access to Security Microfilm.

**1.1 EFFECTIVE DATE:** 10 days after approval.

**1.2 TYPE OF ACTION:** New. (Replaces Form RM-6, "Transferring Silver Microfilm to the State Archives.")

**1.3 KEY WORDS:** (1) Microfilm; (2) Transfer; (3) Access (4) Records Center; (5) State Archives.

**Section 2.0 PURPOSE:** To establish procedures for the transfer of original microfilm negatives from King County departments to the State Archives for security purposes, and for retrieving copies of such film.

**Section 3.0 ORGANIZATIONS AFFECTED:**

**3.1** All Executive agencies, offices, and departments.

**3.2** King County Records Center.

**3.3** Division of Records and Elections, Records Management Section.

**Section 4.0 REFERENCES:**

**4.1** Form RM-5, 1987 "Microfilm Quality Control Inspection Procedures and Requirements."

**4.2** Form RM-6, 1987 "Transferring Silver Microfilm to the State Archives."

**4.3** Form RM-7, 1987 "Records Management Services."

**4.4** "Security Microfilm Transfer and Storage for State and Local Government Agencies" published August 1984 by State Division of Archives and Records Management.

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**Section 5.0 DEFINITIONS:**

- 5.1 "Security Microfilm" Silver halide camera negative microfilm sent by King County to the State Archives.
- 5.2 "Quality Control Standards" minimum technical measurements required by King County from microfilm service bureaus and County agencies engaged in filming County records. Resolution and density are to be listed on box labels and image permanence is attested to by most recent methylene blue test certificate issued by vendor. (see Appendix 9.1)
- 5.3 "Records Center" The King County Records Center, 1215 E. Fir St., Seattle.
- 5.4 "State Archives" The Division of Archives and Records Management, Office of the Secretary of State, Olympia.

**Section 6.0 POLICIES:**

- 6.1 The silver halide camera microfilm produced from filming King County public records which are deemed to be vital records, or which are designated permanent or archival on State-approved records retention schedules shall be transferred to the State Archives for secure storage.
- 6.2 All transfers of security microfilm to the State Archives shall be coordinated by the Records Management Officer and carried out by the Record Center Supervisor.
- 6.3 All security microfilm submitted for transfer to the State Archives must meet the quality control standards listed in Appendix 9.1 and must be accompanied by documentation stating the results of tests for thiosulfate residue.
- 6.4 All security microfilm submitted for transfer to the State Archives must be boxed and labeled in accordance with the instructions listed in Appendix 9.2 PRIOR to the Records Center assuming custody of it.
- 6.5 The Record Center Supervisor shall issue a receipt to the office of origin for all security microfilm accepted for transfer to the State Archives.
- 6.6 The Record Center Supervisor shall assume responsibility for the safe storage of security microfilm until such time as the microfilm is delivered to a representative of the State Archives.
- 6.7 Security microfilm shall be transferred from the Record Center into the custody of the State Archives in as short a period of time as is practical.

- 6.8 The Records Management Officer shall provide the proper forms to County agencies requesting to transfer security microfilm to the State Archives.
- 6.9 The State Archives provides secure environmentally controlled storage of security microfilm to local government agencies at no charge.
- 6.10 The State Archives reserves the right to decline to store any microfilm which is not essential to the continuity of government, or is not of historic, legal or research value.
- 6.11 It is the policy of the State Archives to prohibit temporary removal of security microfilm for any purpose. This is to protect the film from the damage it may incur outside of the State Archives vaults through usage or adverse environmental conditions.
- 6.12 Copies of security microfilm can be obtained from the State Archives, Microfilm Service Bureau. Agencies will be charged the current rate for copies (five dollars per roll in 1988) and UPS shipping costs.
- 6.13 County agencies may permanently remove their security microfilm from the State Archives if 30 days notice is given, all arrangements for removal and shipping are made by the agency, and if the film is to be relocated to a public-owned facility which has been inspected and approved by the State Archives for storage of security microfilm.

Section 7.0 PROCEDURES:

Responsibilities:                      Action: \_\_\_\_\_

TRANSFER TO STATE

- |               |  |
|---------------|--|
| County Agency | <ul style="list-style-type: none"> <li>7.1 Receives original microfilm negative from service bureau or from in-house microfilming personnel.                             <ul style="list-style-type: none"> <li>7.1.1 Ensures that film is properly boxed and labeled. (See Appendix 9.2)</li> <li>7.1.2 Checks quality control test results to see that County standards have been met. (See Appendix 9.1)</li> </ul> </li> <li>7.2 Contacts Records Management Officer to request transfer forms.</li> </ul> |
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## 7.3 Fills out transfer forms.

7.3.1 Contacts King County Records Center to arrange for transfer of microfilm.

Record Center  
Supervisor

7.4 Schedules time to pickup microfilm at County agency's location.

7.5 Checks boxes for correct labeling. (See Appendix 9.2)

7.5.1 Checks quality control results for proper standards.

7.5.2 Checks transfer for against boxes for completeness and accuracy.

7.6 If all conditions are met, issues receipt to agency and transports film, methylene blue certificate and transfer forms to Record Center.

7.6.1 Makes 1 copy of all documents.

7.6.2 Places microfilm and accompanying documents in secure area of Record Center for storage until transfer to State Archives takes place.

7.7 Contacts State Archives to arrange for transfer of microfilm into State custody.

7.8 Either delivers microfilm to State Archives Branch in Burien or gives microfilm to State Archives representative at Record Center.

7.8.1 Gives Archives representative the transfer forms and copy of methylene blue certificate.

7.8.2 Obtains signature of State Archives representative on receipt acknowledging transfer of microfilm.

7.8.3 Forwards copy of documentation to Records Management Officer.

Records Management  
Officer

7.9 Files transfer forms and methylene blue test results.

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MICRO4

OBTAINING COPIES FROM STATE

County Agency 7.10 Sends written request for diazo copies of specified security microfilm to:

State Security Microfilm Archivist  
Division of Archives and Records Management  
P.O. Box 9000  
Olympia, WA 98504

7.10.1 For emergencies, request may be made by telephone, with written request provided later. SCAN 321-6232

State Archives 7.11 Makes copies of requested microfilm.

7.11.1 Ships diazo copies to requesting agency.

7.11.2 Bills County agency for copying and shipping costs.

Section 8.0 RESPONSIBILITIES:

8.1 County Agencies are responsible for obtaining transfer forms from Records Management, for ensuring that microfilm meets County specifications, for accurately completing transfer forms, for seeing that security microfilm is properly boxed and labeled, and for contacting the Records Center to arrange for microfilm to be transferred to the Records Center.

8.2 County Agencies are responsible for contacting the State Archives to request copies of security microfilm held by the State.

8.3 The Records Center is responsible for checking boxes of microfilm for correct labeling, for checking the quality control results, for checking the transfer forms, for issuing a receipt for the microfilm, for transporting the microfilm to the Records Center, for storing the microfilm until it is transferred to the State Archives, and for making the arrangements for transferring film to the State.

8.4 The Records Management Officer is responsible for providing transfer forms to County agencies upon request, and for storing completed transfer forms and image permanence test results for microfilm transferred to the State.

Section 9.0 APPENDICES:

9.1 King County Microfilm Quality Control Standards

9.2 Security Microfilm Boxing and Labeling Instructions

## Appendix 9.1

MICROFILM QUALITY CONTROL STANDARDSDENSITY

Camera film must be optically inspected for density using a transmission type densitometer designed to measure diffuse density according to ANSI PH 2.19. Results must be within the following limits.

	Background Density
Camera Negative Image Master Microfilm	1.0 - 1.2
Camera Positive Image Master Microfilm	0.16 maximum

RESOLUTION

Resolution is determined by visual examination of a resolution target and is expressed in lines per millimeter. The lines per millimeter measurement is obtained by multiplying the power of the reduction by the number of the smallest discernable resolution pattern. For example, a reduction of 30 times with the smallest discernable target being number 4.5 gives a result of 135 lines per millimeter ( $30 \times 4.5 = 135$ ).

IMAGE PERMANENCE

Image permanence is determined by the level of residual fixer (thiosulfate ion) left on silver microfilm after processing. The level is measured by the Methylene Blue test and is expressed in micrograms per square centimeter.

Maximum allowable reading for original camera microfilm (positive or negative) is 0.7 micrograms per square centimeter.

## Appendix 9.2

BOXING AND LABELING SECURITY MICROFILM

## STORAGE CONTAINERS

Microfilm boxes must meet archival standards and be made of acid-free materials. The preferred container is a one piece, open-end design made from .020 inch thick bleached kraft pulpboard, free of lignins, metal particles, waxes, plasticizers, adhesives, and with all peroxide-generating materials removed, dyed with a light fast, nonbleeding dye, with a smooth surface and a PH of between 8.5 and 10.2.

The polypropylene plastic boxes in which silver microfilm is shipped by the manufacturer are also acceptable.

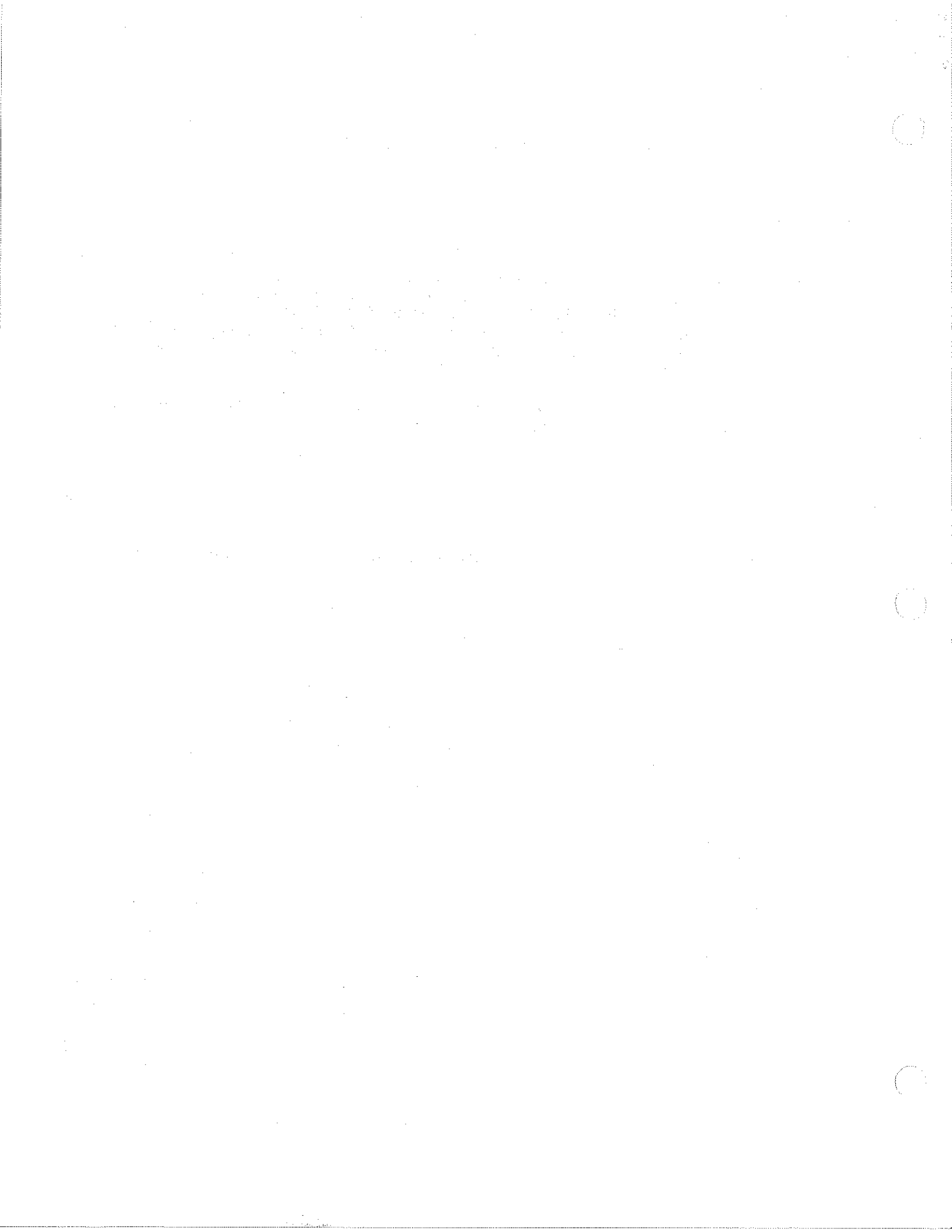
## LABELING BOXES

Label on the front of box should contain the following information:

- 1) King County
- 2) Department
- 3) Office, Division, or Section
- 4) Roll or box Number
- 5) Range of file numbers or alphabetical listings
- 6) Inclusive dates
- 7) Date of filming
- 8) Density
- 9) Resolution

Label on the end (top) of the box should show:

- 1) King County
- 2) Department
- 3) Office, Division, or Section
- 4) Inclusive file numbers or dates
- 5) Roll or box number





**MICROFILM SPECIFICATIONS**  
**(Form RM-4, 1987)**

**DEPARTMENT OF EXECUTIVE ADMINISTRATION**

**RECORDS AND ELECTION DIVISION**  
**RECORDS MANAGEMENT PROGRAM**

1. **PURPOSE.** These specifications outline quality requirements for preparing reproduction microfilm for King County records. All "in-house" and service bureau operations shall adhere to these specifications as regards the selection, preparation, storage, inspection, and handling of film.
  
2. **GENERAL REQUIREMENTS.**
  - 2.1 **Microfilm Qualifications, Types, and Classes.** Microfilm may qualify as either ARCHIVAL microfilm, WORKING COPY microfilm, or EXPENDABLE microfilm, depending on the retention value of the source documents microfilmed or the intended use of the microfilm.
    - 2.1.1 **Archival Microfilm** must be produced for those records which are designated as of permanent value; administratively, legally or historically, or wherein the intended use of the film is long-term security and duplication in event of the loss of the original records or working copy microfilm. The film emulsion material for these records shall be the silver halide type, complying with quality standards listed in the American National Standards Institute, ANSI PH 1.28-1976, ANSI PH 1.41-1976.
    - 2.1.2 **Working Copy Microfilm** may be produced either as first generation film or as copies wherein the records are not of permanent value and are filmed for the purpose of active reference use for a period not to exceed six years.
    - 2.1.3 **Expendable Microfilm** consists of additional copies, usually of sheet film, generated for distribution, use and disposal after a very short retention, usually not to exceed one year and frequently for less.
    - 2.1.4 **Exceptions.** Microfilms produced by electrostatic or thermoplastic systems may be generated as working copy originals for records with less than a six

year retention. If these systems are used for records requiring a longer retention, an archival copy on silver halide film must be generated. Copies must be made no later than five years after initial exposure of the original file.

2.1.5 Computer Output Microfilm has specifications unique to its medium. However, master copies of COM shall be on silver halide film and conform to the NMA MS 1-1980 Alphanumeric COM Quality Test Form Slide.

2.1.6 High quality 16mm film on contract with the State of Washington is the film type generally recommended.

2.2 Targets and Numbering. The order of filming shall be as follows:

- a. Beginning of roll target.
- b. Certificate of Authenticity. A certified statement including the name of the person and office performing the film work, to the effect that the records appearing on the roll of film were true and correct and that the filming was done in conformance with the provisions of applicable statutes. The certificate is filmed at both ends of the roll.
- c. Guide or Information sheet describing the Records Series or inclusive portions thereof found on the roll of film, office of record, beginning and ending index numbers or letters, date filmed, type of camera, film and reduction ratio, name of camera operator (filmed at both ends of the roll of film). The form should contain the name of the organization performing the work if it is not the office of record.
- d. Resolution target - Each roll or sheet (fiche) of film will contain a photographic image of the standard resolution test card or chart.
- e. Index and/or file labels when appropriate.
- f. Documents.
- g. End of roll target. Correction targets shall be shot immediately before documents are refilmed.

2.3 Container and Film Identification.

2.3.1 Microfiche or Master Jacket Identification. Eye

the office of record, records series filmed, inclusive file elements thereof, and fiche or jacket number identifying data should also include an NBS resolution test chart and certificate of authenticity.

- 2.3.2 Container Labeling. Roll film containers should identify, in eye readable characters, a description of the source of the documents, identification of the records series, inclusive file numbers or alphas, inclusive dates, date filmed, inspection results for density and resolution, and roll number.
- 2.4 Mode. All documents shall be filmed in the simplex-comic mode, unless otherwise specified, so that the document image will be right reading when viewed in the microfilm reader. Cine mode shall be used only when an oversized document can be captured in one frame only by filming in cine mode.
- 2.5 Reduction and Blips. The reduction ratio for legal or letter size documents should be within the 20X to 32X range, when using 16mm film. Unburst computer printouts may be filmed simplex cine at 32X. Reduction ratios for duplex modes should not exceed 32X using 16mm film. Reduction ratios for oversize documents, exclusive of engineering drawings, may be adjusted with retrieval needs for either 16mm or 35mm film. Engineering drawings should be filmed at either 16X, 24X or 30X reductions, depending upon drawing size. When possible, filming engineering drawings with a 4-6 inch scale is recommended. The reduction ratio chosen shall allow each frame to contain the largest possible area of document coverage. Each frame shall contain a single level blip. Placement and density shall be per ANSI standards.
- 2.6 Processing. Film must be processed as expeditiously as possible to ensure that images meet density standards. Processing laboratories cannot guarantee proper densities after fourteen days. All silver-halide film shall be processed in accordance with NMA MS23-1979.
- 2.7 Duplicate Copies. Duplicate print copies for reference or daily use may be of the diazo, silver halide, or vesicular composition, although the first is preferred. Duplicate copies for security storage must be of the silver halide type film and meet all standards for archival film.
- 2.8 Quality Inspections.
- 2.8.1 Resolution. Microfilm resolution shall be established by microfilming the resolution target (see 2.2-d.). After a density of between 1.0 and 1.2 has been

obtained from the 50 percent reflectance chart, minimum resolution shall be:

Original (first generation) camera microfilm (1N or 1P).....	5.0
Second generation (2N or 2P).....	4.5
Third generation (3N or 3P).....	4.0
Fourth generation (4N or 4P).....	3.6

Resolution quoted shall be the lowest read at each of the five target positions. Different resolutions result from different reductions. A minimum of 120 lines per millimeter at 24X must be achieved for camera films of source documents. For varying reductions the above Quality Index based upon NMA Basic Microfilm Standards MS-23-1979 should be used.

TEST RESULTS MUST BE POSTED TO THE FILM CARTON. Corrections of unacceptable material should be filmed at the earliest possible time.

2.8.2 Density. All camera film must be optically inspected for density using a transmission type densitometer designed to measure diffuse density according to ANSI PH 2.19. TEST RESULTS MUST BE POSTED TO THE FILM CARTON AND TO LABORATORY RECORDS. Corrections of unacceptable material should be filmed at the earliest possible time.

2.8.2.1 Background density. Background (visual diffuse) density of processed silver-halide film shall measure:

DENSITY

Camera Negative Image Master Microfilm (first generation).....	1.0 -1.2
Negative Image Copy (2nd generation)	0.90-1.30
Negative Image Copy (3rd generation)	0.90-1.30
Negative Image Copy (4th generation)	0.85-1.35

DENSITY  
(maximum)

Camera Postive Image Master Microfilm (first generation).....	0.16
Positive Image Copy (2nd generation)	0.20
Positive Image Copy (3rd generation)	0.20
Positive Image Copy (4th generation)	0.24

The sole exception to these requirements for negative image film shall be where lower densities are required for documents of very poor quality as per NMA 23-1979, 4.1.4

- 2.8.2.2 Minimum density. Processed clear film shall have maximum density reading of .10.
- 2.8.3 Archival Quality (Film Processing/Residual Thiosulfate). The level of residual fixer (thiosulfate ion) on processed silver film must be below 0.7 micrograms per square centimeter. Contractors shall be able to provide MONTHLY WRITTEN CERTIFICATES OF RESULTS OF METHYLENE BLUE TESTING (ANSI PH 4.8-1978).
- 2.8.4 Splicing. Splicing is not recommended. There should never be splicing into the camera-original film. If splicing must occur it should be at the beginning or end of the film only, with attention paid to matching densities of the original roll of camera film with the original camera film correction.
- 2.8.5 Visual Inspections. Processed microfilm shall be free from the following major defects at normal user magnifications:
- Document number is not clear and distinct.
  - Characters or symbols are filled in or are too light to the extent that they are illegible.
  - Data is obscured, illegible, omitted or out of focus.
  - Blisters, tears, or processing stains are on microfilm.
  - Scratches, streaks, bubbles, lab marks, lumps or foreign material is over document image and/or code area obliterating, obscuring or defacing applicable areas.
  - Scratches are on microfilm, touching through the document and/or code area.
  - Document and/or code is not in its respective area.
  - Images cannot be retrieved by applicable code.
  - Documents not in sequence, or missing.
  - Reduction ratio not correct.
- 2.8.6 Reproducibility Test. Two frames other than targets shall be selected on each roll of duplicate microfilm (Type 2, Class 1). Paper prints shall be made

using any enlargement ratio in the range of 14X through 30X. The two prints shall be examined for legibility. All prints shall be AS LEGIBLE AS THE ORIGINAL PAPER DOCUMENTS. The sample roll of microfilm shall be stopped until corrective action satisfactory to the county has been taken.

2.8.7 Quality Control. All county departments are required to maintain a quality control program to ensure that microfilm purchased by the county meets specifications. Quality control procedures are outlined in Form RM-5 "Microfilm Quality Control Inspection Procedures and Requirements".

2.9 Film Storage Requirements.

2.9.1 Archival and Security Film. All silver halide microfilm, preferably the camera negative, should be submitted to the State for security storage. This film should serve as a master for emergency duplication only. All silver film should be sent to the King County Archives and Records Center for transfer to the State Archives as soon as filming (and quality inspection) is complete. Any silver film now stored with vendors should be immediately transferred to the King County Archives. State law requires that camera and security microfilm remain in public custody. Procedures for transfer can be found in the Records Management Form RM-6, "Transfer of Silver Microfilm to the State Archives".

2.9.2 Storage Containers. Microfilm storage boxes will be provided for each roll of film. Boxes must meet archival standards established by the Washington State Archives as follows:

One piece, open end design, inside dimensions 3/4 inch by 3 and 3/4 inch, made from .020 inch thick, bleached, kraft pulp board, free from all ignins, metal particles, waxes, plasticizers, adhesives and all perosice generating materials removed, dyed with a light fast, non-bleeding dye, the surface to be smooth and free of abrasive particles, with a PH of not less than 8.5 nor more than 10.2 with at least 3% calcium carbonate.

2.10 Microfilm Systems Approval. The King County Records Management Program APPROVES ALL REQUESTS FOR SERVICES AND EQUIPMENT DEALING WITH MICROFILM. King County shall incur no costs for microfilm that does not meet the above requirements.

All public records converted to microfilm must receive approval from the Local Records Committee, in accord with 40.14.070, except as otherwise provided by law. Contact the King County Records Management Officer for procedures to insure compliance (344-3911).

- 2.11 Sample Required. Contractors will submit sample microfilming together with bid proposals. Samples should consist of jacketed film and a diazo microfiche duplicate, produced to these specifications. Samples are used in evaluating bids. They may be used later as standards for the purpose of determining acceptance of contract performed. Documents to be filmed are those specified below (see 3.10).

3.0 SPECIFIC INFORMATION.

3.1 TITLE: 16MM SOURCE DOCUMENT MICROFILMING FOR KING COUNTY

3.2 DATE:

3.3 DOCUMENTS AND QUANTITIES TO BE MICROFILMED:

3.4 TYPES AND CLASSES OF MICROFILM:

3.5 EXCEPTIONS AND FURTHER SPECIFICATIONS:

3.6 REELS, UTILIZED MEDIA, AND CONTAINERS REQUIRED:

3.7 PRODUCTION PREMISES:

3.8 PICKUP AND DELIVERY INCLUDED:

3.9 BASIS OF PAYMENT:

3.10 DOCUMENTS FOR SAMPLE MICROFILMING:

