

SECTION III. STANDARDS FOR MICROFILMING JUDICIARY RECORDS

A. Purpose

These microfilm standards are designed to promote uniformity and quality in the production of microfilm for State and municipal court records. These are similar to the standards followed by both executive and legislative agencies. All Judiciary agencies engaged in microfilming records must meet these standards to insure the following:

1. that microfilm copies contain all significant detail shown on the original record;
2. that microfilm copies are usable and legible reproductions of the original record;
3. that the microfilm reproduction will have the same acceptability and legal status as the original record; and
4. that the microfilm reproduction will meet standards of archival quality.

B. Standards

The following standards must be met before permission to destroy originals is granted:

1. Since many factors are involved in the use of microphotography for records management, a careful analysis of each record group should be made before microfilming. Following are some of the most important factors in determining which records are to be filmed.
 - I. Retention period and volume are perhaps the most important aspects to consider. Since microfilming is not inexpensive, only records in large volume with retention periods of seven years or longer should be considered. Records of shorter retention periods but of such volume or use that storage becomes a problem would be an exception to this rule.
 - ii. Rate and reference to records: records with high reference rates or unusual methods of indexing may be poor subjects for microfilming.
 - iii. All roll film will have the following targets at the end of each reel: density targets; National Bureau of Standards' resolution target; and operator's certificate. Should any reel(s) lack an operator's certificate, any Judiciary office, division or unit may upon prior

JUDICIARY RECORD RETENTION GUIDELINES

notification and approval of the Clerk of the Superior Court, splice a certificate on the end of the reel(s). This will be permitted only in those cases where the operator who actually filmed the documents on the reel(s) signs the certificate. Splicing must also be done in accordance with the standards set forth in Section 3vii below.

2. When converting documents to microfilm, certain measures must be followed to insure quality, legality and access to information contained on the microfilm.
 - I. The records to be filmed must be arranged, identified and indexed to insure reasonable ease in locating individual documents.
 - ii. All roll film must have the following targets at the beginning of the reel: density targets; National Bureau of Standards' resolution target; certificate of authenticity; title target containing title of records filmed, start file and end file (if known), reduction ratio, camera type, film type, Judiciary office, division or unit having custody of the records.
 - iii. All roll film will have the following targets at the end of each reel: density targets; National Bureau of Standards' resolution target; and operator's certificate. Should any reel(s) lack an operator's certificate, any Judiciary office, division or unit may upon prior notification and approval of the Clerk of the Superior Court, splice a certificate on the end of the reel(s). This will be permitted only in those cases where the operator who actually filmed the documents on the reel(s) signs the certificate. Splicing must also be done in accordance with the standards set forth in Section 3vii below.
 - iv. Where applicable, roll film should contain retake and correction targets.
 - v. Examples of the targets given in sections 2ii through iv above are shown in Appendix II.
3. The master negative is the original reel of film produced.
 - I. Only a safety-base, permanent record film with a gelatin-silver halide emulsion, developed to a black and white image and meeting the standards of the American National Standards Institute: PH 1.28, PH 1.29, and PH 1.41, will be used for copies of such records.

JUDICIARY RECORD RETENTION GUIDELINES

- ii. For most documents, optimum density should read 1.0 to 1.20 for original first generation camera film. Acceptable standards will fall between a minimum of 0.80 and a maximum of 1.35. The Clerk of the Superior Court must use judgment to determine the most suitable density within the range for the documents being filmed. To permit a more accurate reproduction of the original roll, each image should maintain, as far as possible, a specific density throughout the roll. Since the color of the original documents will affect the density of the image, and not all documents in a particular record series may have the same color, an average density aim point should be chosen.
- iii. A density minimum reading taken from the non-image or clear area of the film will not exceed a reading of 0.12 or manufacturer's specifications using automatic retrieval systems. Readings should be made close to the center of the film strip to avoid edge fog interference. (Note: Both background density and D-min density must be taken with a transmission densitometer.)
- iv. A microscope having a magnification of 50X to 150X with achromatic objectives must be used to read the resolution from the National Bureau of Standards' microcopy resolution test chart. The line direction method will be used in making the determination of resolution. A minimum resolution of 80 lines per millimeter on rotary cameras and 110 lines per millimeter on planetary cameras must be obtained on first generation camera film.
- v. Thiosulfate residual content should be tested at least once a month. Only the methylene blue test method will be considered sufficiently reliable to determine archival quality. American National Standards Institute PH 1.28, as amended and supplemented, states the levels of thiosulfate concentration that must be observed.
- vi. A target indicating the beginning and end of retakes must be used. Retakes may be placed at the beginning or end of a roll of film and, when possible, in sequence. When computer-assisted or random retrieval methods are used, retakes may be placed on the following roll with retake targets. Placement of retakes should be decided before the start of filming and remain consistent.
- vii. Splices should be kept to a minimum: no more than four splices per roll will be accepted. When splicing images in proper sequence

JUDICIARY RECORD RETENTION GUIDELINES

- within duplicate rolls, only heat-weld splicing will; be considered archival.
- viii. All film will be processed to meet National Bureau of Standards' PH 4.8. Dry chemical processing will not be acceptable. Film failing to meet the specified limits for thiosulfate concentration will not be acceptable.
 - ix. All film must be inspected for proper indexing, density, resolution and, for residual thiosulfate. Film should be free of scratches, abrasions, blemishes or other defects.
4. The original roll of film must be maintained in archival storage when the records contain information essential to the continuity of governmental operations and the protection of the rights of individuals. Any irreplaceable records having a retention period classified as permanent should be included in this category. When film is to be cut for jackets or aperture cards, the original roll may be used provided an uncut duplicate roll of silver halide film has been prepared for storage. American National Standards Institute requires film specifications for archival storage PH 1.28, PH 1.29 and PH 1.41. The following specifications must be followed for archival storage.
- I. The relative humidity of the storage vault or room must not exceed 40 percent.
 - ii. Temperatures must not exceed 70 degrees Fahrenheit.
 - iii. Rapid and wide-range cycling of humidity or temperature must be avoided and in no instance exceed plus and/or minus five percent in a 24-hour period.
 - iv. No rubber bands, tape or other foreign objects may be used to hold film on the reels.
 - v. The materials used for storage should not ignite, decompose, or develop reactive fumes or vapors.
 - vi. Film must be stored in a closed container of such inert material as plastic.
 - vii. At two-year intervals, a one percent random sample must be inspected.

JUDICIARY RECORD RETENTION GUIDELINES

For each biennial inspection, a different lot sample should be chosen with some samples of the previous lot reinspected. Any signs of deterioration noted must be reported to the Clerk of the Superior Court. Look for signs of peeling emulsion, brittleness, molding and blemishes.

5. Methods of duplication include the use of silver halide, diazo and vesicular film.
 - I. Silver halide duplication film is the only duplicating film considered suitable for producing microfilm of archival quality. Silver halide film must be used when producing copies of the original master negative intended for archival storage. Although the cost is high compared to other types of duplicating film, both negative and positive copies can be produced.
 - ii. Diazo duplication film is not considered archival in quality and must not be used to produce master-negative copies of originals. A diazo copy will maintain the same polarity as the original master (negative to negative; positive to positive). Unexposed diazo film has a very short shelf life unless refrigerated. After exposure and processing, diazo film has an estimated usability of 100 years under ideal storage conditions. Diazo film is less expensive than silver halide film and very durable.
 - iii. Vesicular duplication film is not archival in quality and must not be used to produce master-negative film. Vesicular film is a reversing process film -- the polarity of the copy will be reversed to that of the original master (positive to negative; negative to positive) through exposure and processing by heat. Vesicular film should be only used for short-term storage applications. However, when not fully exposed, vesicular film may develop eligible, cosmetic blemishes. Vesicular duplication film may also be considered suitable for distribution or working copies when archival quality is not a factor.

C. Notice to the Superior Court Clerk of Intention to Microfilm Judiciary Records

If, after considering all of the above factors, a particular record series is selected to be microfilmed, notice shall be given to the Clerk of the Superior Court of such intention specifying the record series involved. Such notification will give the Clerk's office technical staff an opportunity to make constructive recommendations shall such be necessary. This will also insure proper conformance

with the directive.

D. Disposal of Original Judiciary Records After Microfilming

No original records may be destroyed after microfilming unless notice is made to the Clerk of the Superior Court. A Request and Authorization for Records Disposal form may be used for this purpose. Signed certification shall accompany the form stating that the listed records have been microfilmed in accordance with this directive and that with the creation of these microfilm copies, the original records have ceased to have sufficient value to warrant their retention.

E. Authority to destroy the paper records

Authority to destroy the paper records may be withheld when inspection reveals improper photographic exposure, distorted or unreadable microfilm images, or evidence of loss of the integrity of the original files through inadequate identification, lack of proper indexing, or rearrangement of papers in such a manner that their original identity and usability is lost.