

File Information for Microfilming Paper Records

SCOPE: The information on this form, combined with the applicable *Microfilm Production Guidelines*, constitutes a technical specification for producing high quality microfilm. Governments/agencies contracting with a microfilm service bureau should attach whatever additional contracting documents your local government requires. A typical bid offering will, therefore, consist of at least four (4) items:

1. this File Information Form
2. the Microfilm Production Guidelines
3. a SARA Microfilm Agreement
4. locally-required contracting materials

Instructions for completing this form are on a separate sheet, titled *Instructions for Completing File Information Form*.

1. NAME OF LOCAL GOVERNMENT

2. PREPARED BY (*Print name*)

TELEPHONE NUMBER (*Include Area Code*)

3. NAME OF RECORD SERIES

4. _____ Years ◀ The retention schedule for these records is:

5. Active Inactive ◀ Is this record series ACTIVE or INACTIVE?

6. Order of Filming: The records in this series will be microfilmed in this existing order:

A. **Alphabetically** by personal name (*last name first*)

by corporate name (*business name*)

by another alphabetical order, (*describe*) _____

B. **Numerically** by parcel number

by case number

by personal identification number

by another numerical order, (*describe*) _____

C. **Chronologically** by year/month/day (*yyyy/mm/dd*)

by month/day/year (*mm/dd/yy*)

by another chronological order, (*describe*) _____

D. by a COMBINATION of the above, or other factors. Describe the hierarchy of the records:

E. in RANDOM order, requiring a separate index for document retrieval; this index is usually computer-based ("Computer-Assisted Retrieval, CAR"). Describe the desired indexing system:

7. _____ ◀ Total number of DOCUMENTS
_____ % ◀ PERCENTAGE of documents that have information on both sides of the sheet
8. _____ ◀ Total number of IMAGES
- 8a. _____ ◀ Total number of ROLLS
- 16mm microfilm -- office documents (divide total images by 2500)
 - 35mm microfilm -- bound documents (divide total images by 1000)
 - 35mm microfilm -- drawings (divide total images by 500)
9. _____ ◀ Number of images by which this record series INCREASES by each year

10. Condition of Documents:

A. Size

_____ Length _____ Width ◀ LARGEST Document

_____ Length _____ Width ◀ SMALLEST Document

B. Age/Brittleness/Fasteners

_____ Years ◀ AGE of paper (*oldest*)

Yes No ◀ Edges of paper are FLAKING

_____ % ◀ Percentage of the documents which have FASTENERS
(*staples, paper clips, etc.*)

c. Enclosure

Yes No ◀ Are documents in folders?

Yes No ◀ Are documents bound? *If Yes,*

Yes No ◀ Can the books be disbound

Type of binding:

sewn (only) sewn and glued drill post comb

glued (only) ring clamp

other _____

D. Lay of the paper

- _____ % ◀ Percentage of the documents which are FLAT
- _____ % ◀ Percentage of the documents which are ROLLED
- _____ % ◀ Percentage of the documents which are FOLDED

E. Color of the paper

- _____ % ◀ Percentage of documents on WHITE PAPER
- _____ % ◀ Percentage of the documents on _____ paper
(indicate color)
- _____ % ◀ Percentage of the documents on _____ paper
(indicate color)
- _____ % ◀ Percentage of the documents on _____ paper
(indicate color)
- _____ % ◀ Percentage of the documents on _____ paper
(indicate color)
- _____ % ◀ Percentage of the documents on _____ paper
(indicate color)
- _____ % ◀ Percentage of documents that are BLUEPRINT or PHOTOSTAT

F. Imprint (More than one entry may be checked)

- handwritten only printed/typed only handwritten and printed
- ink pencil carbon paper

G. Color of imprint _____

11. Document Preparation for Microfilming

- A. the Government/Agency the microfilming vendor ◀ FILE ORGANIZATION shall be performed by (check one)

- B. the Government/Agency the microfilming vendor ◀ PURGING shall be performed by (check one)

- C. the Government/Agency the microfilming vendor ◀ PREPPING the documents shall be performed by (check one)

12. Records Usage

- A. _____ ◀ Estimated ANNUAL number of people who use this record series
- B. _____ ◀ Monthly number of "look-ups" (reference or retrieval)
- C. From the date of document creation, most retrievals occur within
 - one week one month one year
 - 2 - 6 years continued steady usage
- D. The persons who **physically handle** the documents are:
 - employees only
 - this department only several departments
 - general public
 - other (describe) _____

E. The persons who **make use** of the documents are:

- employees only
 this department only several departments
 general public
 other (*describe*) _____

F. _____ minutes ◀ How much time is normally necessary to retrieve a document?

G. _____ minutes ◀ no more than

H. Does retrieving documents entail any special problems? (*If Yes, describe*) _____

I. Yes No ◀ Does one document have to be compared to another?

If Yes, are the two documents

- from the SAME record series?
 from DIFFERENT record series?

J. Yes No ◀ Are the documents PHOTOCOPIED?

K. _____ ◀ Approximately how many photocopies are produced on a monthly basis?

13. Microfilm Format

A. The first-generation silver-gelatin (camera) film shall be (*check one*):

- 16mm roll microfilm
 35mm roll microfilm

Warning: First generation silver-gelatin microfilm (camera film) shall not be jacketed

B. Yes No ◀ Is a second-generation silver gelation negative required?

C. Yes No ◀ Is a second-generation diazo (duplicate) required?

If Yes, the duplicate shall be:

- 16mm or 35mm roll microfilm

_____ ◀ *Number of duplicates required*

- loaded into 105mm x 148mm microfiche jackets

_____ ◀ *Number of duplicates required*

- loaded into 105mm x 148mm microfiche jackets AND duplicated to unitized microfiche

_____ ◀ *Number of duplicates required*

14. **Delivery Date:** All paper records and completed microfilm shall be returned to the contracting local government not later than _____

Additional Information:

DATE THIS FORM COMPLETED:
