



# The deposit of security microfilm

South Carolina Department  
of Archives and History  
**Archives and Records  
Management Division**

**Introduction** The Department receives for storage security microfilm from school districts; colleges; and state, county, and municipal governments. In the past, we have stored archival film (film of records of archival value), long-term film (film of records of long-term value), and short-term film (film of records of short-term value). In the interest of space, however, we are now assigning top priority to the storage of archival film, storing long-term film as space becomes available and phasing out the storage of short-term film. In the interest of security, we have established standards for acceptance and will return any film that falls short of those standards. To meet our requirements, you should follow the procedures set out below.

**Type of film** Use only safety base permanent silver gelatin film that has a life expectancy of 500 years (LE500).

## Quality of film

### **Technical testing**

**Standards:** The film you submit should be free from harmful residues and highly legible.

**Procedure:** To meet these standards, you or your vendor should measure the density of your film, conduct the methylene blue test, and test the resolution. (For information on testing, see the Department's Public information leaflet no. 6, *Quality testing of microfilm.*)

### **Visual testing**

**Standards:** The film you submit should be free from fingerprints and other foreign materials, free from scratches in the emulsified areas, and free from microbiological growth and harmful chemical reactions (redox); it should contain all targets and certifications; and the records filmed should be unobscured.



**Procedure:** To meet these standards, you or your vendor should visually check your film. Ideally, you would use a loupe, a tungsten light, and rewinds—*not a reader*—to make the check. As an alternative, however, you can place a working copy, *not your security copy*, on a reader to make the check. (For information on targeting and certification see the Department's Public information leaflet no. 6, *Targeting and certification of microfilm*; for information on fingerprints, damaging scratches, document obstruction, and redox, see National Standards (ANSI/AIIM MS45-1990), *Recommended Practice for Inspection of Stored Silver-Gelatin Microfilms for Evidence of Deterioration*.)

**Trailer stops**

**Standard:** The film you submit should be free from trailer stops.  
**Procedure:** Do not insert trailer stops into the reels that carry your security film. (For information on trailer stops see National Standards (ANSI/AIIM MS45-1990), *Recommended Practice for Inspection of Stored Silver-Gelatin Microfilms for Evidence of Deterioration*.)

Transmittal:

**Retention  
schedule**

**Standard:** Your film must be accompanied by a records retention schedule that shows the record series you have filmed has long-term or archival value.

**Procedure:** You should draw up a retention schedule for your records and send that schedule to the Department for approval. To legally dispose of public records, state agencies and local governments must first work with the South Carolina Department of Archives and History to establish records retention schedules. Retention schedules name and describe the records, indicate how long they must be kept (retention value), and authorize their disposal or permanent retention in an archives. For more information on establishing retention schedules, see Public Records Information Leaflet No. 18, How to establish records retention schedules ([http://www.state.sc.us/scdah/118\\_sch.htm](http://www.state.sc.us/scdah/118_sch.htm)). (For information on scheduling records, contact the Department at (803) 896-6123.)

**Boxes**

**Standards:** You should place your film into paper boxes that are labelled correctly, lignun free, and meet the national standards for acidity and PH levels.

**Procedure:** For information on labelling boxes see the Department's publication, *Files Management*; for information on the national standards, see National Standards (ANSI/AIIM MS48-1990) *Recommended Practice for Microfilming Public Records on Silver-Halide Film*.

**Transmittal form**

**Standard:** Your film must be accompanied by a transmittal form as shown on page 3.





**Procedure:** Obtain a transmittal form from the Department (ARM-8A March 2002) or from our website at <http://www.state.sc.us/scdah/armmfmcert.htm>, and fill it out carefully according to instructions. Enter the schedule number and the disposition date in the appropriate spaces to show the value of the records on film. The example on the opposite page shows the records are of permanent, or archival, value. Send the original form, *typed*, and two copies to SC Archives and History, 8301 Parklane Road, Columbia, SC 29223-4905 Attn: Security microfilm. Once we have stored your film in our security vault, we will enter its vault location in Box 18 on your transmittal form and return a copy of the form to you for your files. Thereafter, when you request security microfilm from us, include the location to speed delivery.

**Destruction  
of original  
records**

**Standard:** You must submit to us a Microfilm Quality Certification for Records Disposition form (ARM-12 03/2002) if you wish to destroy the original paper records after you have filmed them.

**Procedure:** Page 5 shows the four-part ARM-12 form. You will fill out Parts I, II, and III. Our microfilm representative will fill out Part IV. After you have received authorization, you may destroy the records. You must return a copy of the form to the Archives.

**Storage  
Facility**

We store film we accept for security storage in one-cubic-foot cartons and place those cartons in our security stack location under beneficial conditions of temperature and humidity.

**Removing  
film**

The film we store for you remains your property. We must, therefore, have written permission from you before we can remove a roll of your film from security storage (see the Department's Public records information leaflet no. 11, *Microfilm storage*).

**For more information**

This leaflet is one of a series of leaflets issued by the Archives and Records Management Division of the South Carolina Department of Archives and History.

The Archives and Records Management Division has statutory responsibility for advising government offices on micrographics. The Archives and Records Management Division also issues publications and provides advice and help on records management and archival administration.

For more information, please contact the South Carolina Department of Archives and History, Archives and Records Management Division, South Carolina Archives & History Center, 8301 Parklane Road, Columbia, South Carolina 29223-4905. (803) 896-6118 ■





- Public information leaflets from the Archives\*
- no. 1 *Legal requirements for microfilming public records* (1992)
  - no. 2 *On choosing records for microfilming* (1998 revised)
  - no. 3 *Service bureau or in-house microfilming* (1992)
  - no. 4 *Targeting and certification of microfilm* (1996 revised)
  - no. 5 *Choosing a microfilm camera* (1992)
  - no. 6 *Quality testing of microfilm* (1998 revised)
  - no. 7 *Microfilm and microforms* (1992)
  - no. 8 *Choosing a micrographics service bureau* (1998 revised)
  - no. 9 *Choosing microfilm readers and reader/printers* (1992)
  - no. 10 *Computer assisted retrieval systems* (1992)
  - no. 11 *Microfilm storage* (1992)
  - no. 12 *Preservation microfilming* (1992)
  - no. 13 *Public records stored as digital images* (2001)
  - no. 14 *Storing records in the State Records Center* (1993)
  - no. 15 *The deposit of security microfilm* (2002 revised)
  - no. 16 *Disaster preparedness and recovery in state and local government records offices* (1999 revised)
  - no. 17 *How to conduct a records inventory* (1993)
  - no. 18 *How to establish records retention schedules* (1993)
  - no. 19 *Photographic media* (to be announced)
  - no. 20 *Editing and splicing roll microfilm of long-term or archival value* (1994)
  - no. 21 *Managing e-mail* (1998)
  - no. 22 *Standards for microfilm service bureau certification* (1996)
  - no. 23 *Sample e-mail policies* (1998)
  - no. 24 *Storage and handling guidelines for maintenance of electronic records of long-term or enduring value* (1998)
  - no. 25 *Preserving evidence: recommended practices for creating and maintaining legally-admissible records on automated systems* (1999)
  - no. 26 *Managing public records on websites*

\*These leaflets are available electronically through our WEB page at [www.state.sc.us/scdah/techlflt.htm](http://www.state.sc.us/scdah/techlflt.htm)