

0910.08 Quality Standards for Reproducing Records

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Revised:

PURPOSE

To describe how to acquire duplicate copies of microfilm.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Records Management Services (RMS)
Records Center Operations
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SUMMARY

Agencies may acquire copies of microfilm.

APPLICABLE FORMS

DTMB-0510 Microfilm Duplication Job Order

See the [Records Management Services website](https://stateofmichigan.sharepoint.com/teams/insidemir/recordsmanagement/) (https://stateofmichigan.sharepoint.com/teams/insidemir/recordsmanagement/) for more information.

PROCEDURES

Agency

- Identifies the microfilm to be duplicated. Identifies the Records Center Box by the barcode number assigned to the box in which the microfilm is stored.
- Completes the Microfilm Duplication Job Order (DTMB-0510) and submits it to Records Management Services.
- Reviews the finished products for quality and completeness.

Records Management Services

- Receives the DTMB-0510 and enters a service request into the records management system to check out the microfilm.
- Gives the DTMB-0510 and the service request to the state contracted vendor for handling.
 - If the microfilm is stored at the State Records Center (vs. the vendor's facility), State Records Center staff will pull the microfilm and provide it to the vendor with the above paperwork.
- Sends the duplicate microfilm to the agency.
- Checks the microfilm back into the State Records Center.
