

0910.09 Obtaining Duplicate Copies of Microfilm

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PURPOSE

To describe how to acquire duplicate copies of microfilm.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
Records Center Services
3400 N. Grand River Avenue
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-335-9132

Email: recordscenter@michigan.gov

Website: <https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/>

SUMMARY

Agencies may acquire copies of microfilm.

APPLICABLE FORMS

DTMB-0510 Microfilm Duplication Order

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 Order (DTMB-0510) and submits it to Records Management Services.
- Submits a service request to retrieve the microfilm from the State Records Center using the records retrieval system.
- Reviews the finished products for quality and completeness.

Records Management Services

- Receives the DTMB-0510 to duplicate 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), Records Center Operations' staff will retrieve 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.
