

service is initiated by a Authorization Request for Microfilm Services, form SSA-61. The Archives supports agency "in-house" camera operations with film processing and duplicating services. The State Archives also provides security microfilm storage (free of charge), post-disaster microfilm recovery, and film cleaning services.

- 12.2 Use of Commercial Services - State and local agencies may also contract with commercial service bureaus through competitive bid for production services, providing that the State Archivist certifies the vendor. Agencies should also consult with the Archives Imaging Services staff regarding contract specifications and compliance with state microfilm standards as part of their contract specifications.

## Appendix 1

### FOR ADDITIONAL INFORMATION AND ASSISTANCE ON:

#### **Microfilm Standards, System Review and Approval, Security Microfilm Storage**

Division of Archives & Records Management  
Imaging Services  
711 Tumwater Blvd SW  
PO Box 40240  
Olympia, WA 98504-0240  
(360) 586-2487

#### **State Records Retention Scheduling**

Division of Archives & Records Management  
Records Management Section  
1129 Washington Street SE  
PO Box 40238  
Olympia, WA 98504-0238  
(360) 586-4900

#### **Local Records Scheduling, Appraisal, and Archival Records Transfer**

##### **CENTRAL REGION**

Serving: Benton, Chelan, Douglas, Franklin, Grant, Kittitas, Klickitat, Okanogan, and Yakima Counties.

Central Washington University  
Bledsoe-Washington Archives Building MS: 7547  
400 East University Way  
Ellensburg, WA 98926-7547  
(509) 963-2136  
E-mail: [Archives@cwu.edu](mailto:Archives@cwu.edu)  
Web Site: [www.secstate.wa.gov/archives/archives\\_central.aspx](http://www.secstate.wa.gov/archives/archives_central.aspx)

##### **EASTERN REGION**

Serving: Adams, Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman Counties.

Eastern Washington University  
960 Washington Street  
Cheney, Washington 99004  
(509) 235-7508  
E-mail: [era@mail.ewu.edu](mailto:era@mail.ewu.edu)

Web Site: [www.secstate.wa.gov/archives/archives\\_eastern.aspx](http://www.secstate.wa.gov/archives/archives_eastern.aspx)

### **NORTHWEST REGION**

Serving: Clallam, Island, Jefferson, San Juan, Skagit, Snohomish, and Whatcom Counties.

Western Washington University

Goltz-Murray Building

808 25th Street

Bellingham, WA 98225-9123

(360) 650-7930

E-mail: [state.archives@wwu.edu](mailto:state.archives@wwu.edu)

Web Site: [www.secstate.wa.gov/archives/archives\\_northwest.aspx](http://www.secstate.wa.gov/archives/archives_northwest.aspx)

### **PUGET SOUND REGION**

Serving: Kitsap, Pierce and King Counties.

Bellevue Community College

Pritchard-Fleming Building

3000 Landerholm Circle SE, MS-N100

Bellevue, WA 98007-6484

(425) 564-3940

E-mail: [Archives@bcc.ctc.edu](mailto:Archives@bcc.ctc.edu)

Web Site: [www.secstate.wa.gov/archives/archives\\_puget.aspx](http://www.secstate.wa.gov/archives/archives_puget.aspx)

### **SOUTHWEST REGION**

Serving: Clark, Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Skamania, Thurston and Wahkiakum Counties.

1129 Washington Street SE

PO Box 40238

Olympia, WA 98504-0238

(360) 753-1684

Email: [swresearch@secstate.wa.gov](mailto:swresearch@secstate.wa.gov)

Web Site: [www.secstate.wa.gov/archives/archives\\_southwest.aspx](http://www.secstate.wa.gov/archives/archives_southwest.aspx)

### **DIGITAL ARCHIVES**

Serving: All Counties in Washington.

960 Washington Street

Cheney, WA 99004

509-235-7509

Email: [digitalarchives@secstate.wa.gov](mailto:digitalarchives@secstate.wa.gov)

Web Site: [www.digitalarchives.wa.gov/default.aspx](http://www.digitalarchives.wa.gov/default.aspx)

The information in Appendix 1 above was updated on January 31, 2008.

## Appendix 2

### Sample Microfilm Targets

- Beginning of Roll No.
- Certificate of Authenticity
- Guide Sheet
- Resolution Target
- Flash Targets
- New Folder or New Box target
- Retakes
- Correction
- End of Roll No.

# BEGINNING OF ROLL

NO. \_\_\_\_\_

SSA-26A (REV. 8-98)

SECRETARY  
of STATE



MICROFILM  
CERTIFICATE of  
AUTHENTICITY

DIVISION OF ARCHIVES  
AND RECORDS  
MANAGEMENT

COUNTY OF THURSTON )  
)  
) SS  
)  
STATE OF WASHINGTON )

I, \_\_\_\_\_, being duly sworn on oath,  
depose and say:

That the papers and documents appearing on this roll of film were photographed by your affiant and that said papers and documents are true and correct copies of the originals thereof as the same appeared on record in the custody of the State Archives. That the microfilming of the papers and documents as aforesaid was done in the pursuance of, and in conformance with provisions of the statutes in these cases made and provided for as they appear in Title 40, of the Revised Code of Washington.

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State  
of Washington, residing at Olympia,  
Washington.

Name of Scanner Operator:  
Records Series Title:  
Date Span of Records:  
Date Scanned:  
Disposition Authority Number (DAN):  
Scanner Operator Signature:

SSA-18 (REV. 1/2008)



SECRETARY  
of STATE



DIVISION OF ARCHIVES AND  
RECORDS MANAGEMENT

MICROFILM BUREAU  
MICROFILMED PUBLIC RECORDS  
GUIDE SHEET

Name of Agency \_\_\_\_\_

Title of Record  
\_\_\_\_\_

Reel Number \_\_\_\_\_ Start Number \_\_\_\_\_ Date \_\_\_\_\_

End Number \_\_\_\_\_ Date \_\_\_\_\_

Date Microfilmed \_\_\_\_\_ Document Count \_\_\_\_\_

Camera \_\_\_\_\_ Reduction Ratio \_\_\_\_\_

Operator \_\_\_\_\_ Operation Time \_\_\_\_\_

Remarks  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Film Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

Inspection Results  
\_\_\_\_\_  
\_\_\_\_\_

# END OF ROLL

NO. \_\_\_\_\_

**Appendix 3**  
**Agency Forms**

**Local Government Forms**

SSA-24      Public Records Retention Schedule and Destruction Authorization

SSA-31      Local Agency Microfilm Project Authorization Request

**State Government Forms**

SSA-53B    Records Retention Schedule

SSA-61      Request for Microfilm Services

## SOURCES\*

### Abbreviation Key

|      |  |
|------|--|
| ANSI | American National Standards Institute              |
| AIIM | Association for Information and Image Management   |
| NAPM | National Association of Photographic Manufacturers |
| ISO  | International Organization for Standardization     |
| NFPA | National Fire Protection Association               |

### Approved ANSI standards

ANSI/AIIM MS18-1992. American National Standard for Information and Image Management--Splices for Imaged Microfilm--Dimensions and Operational Constraints.

ANSI/AIIM MS23-1991. American National Standard for Information and Image Management--Practice for Operational Procedures/Inspection and Quality Control of First-Generation, Silver Microfilm of Documents.

ANSI/AIIM MS45-1990. American National Standard for Information and Image Management--Recommended Practice for Inspection of Stored Silver-Gelatin Microforms for Evidence of Deterioration.

ANSI/AIIM MS48-1990. American National Standard for Information and Image Management--Recommended Practice for Microfilming Public Records on Silver-Halide Film.

ANSI/AIIM MS51-1991, ANSI/ISO 3334-1989. American National Standard for Microcopying--ISO Test Chart No. 2--Description and Use in Photographic Documentary Reproduction.

ANSI/NAPM IT9.1-1992. American National Standard for Imaging Media (Film)--Silver-Gelatin Type--Specifications for Stability.

ANSI/NAPM IT9.2-1991. American National Standard for Imaging Media--Photographic Processed Films, Plates, and Papers--Filing Enclosures and Storage Containers.

ANSI/NAPM IT9.6-1991, ANSI/ISO 543-1990. American National Standard for Photography--Photographic Films--Specifications for Safety Film.

ANSI/NAPM IT9.11-1993. American National Standard for Imaging Media--Processed Safety Photographic Films--Storage.

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\* In all cases, the references cited in this manual are to be superseded by the most current versions thereof.

ANSI/NAPM IT9.13-1992. American National Standard for Imaging Media--  
Photographic Films, Papers, and Plates--Glossary of Terms Pertaining to  
Stability.

ANSI/NAPM IT9.15-1997. American National Standard for Imaging Materials –  
Methods for the Evaluation of the Effectiveness of Chemical Conversion of  
Silver Images Against Oxidation.

ANSI/NAPM IT9.17-1993, ANSI/ISO 417-1993. American National Standard for  
Photography--Determination of Residual Thiosulfate and Other Related  
Chemicals in Processed Photographic Materials--Methods Using Iodine-  
Amylose, Methylene Blue, and Silver Sulfide.

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Fox, Lisa L., ed. Preservation Microfilming: A Guide for Librarians and Archivists. 2nd  
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Elkington, Nancy E., ed. RLG Preservation Microfilming Handbook. Mountain View,  
California: Research Libraries Group, 1992.

Robek, Mary F., Gerald F. Brown, and Wilmer O. Maedke. Information and Records  
Management. 3rd Ed. Mission Hills, California: Glencoe Publishing, 1987.

### **Unpublished Sources**

"Instructions for Using IPI Silverlock on Silver Microfilm." Rochester, NY: Image  
Permanence Institute, Rochester Institute of Technology, 1996.

Reilly, James M. and Kaspar M. Cupriks. Polysulfide Treatment of Existing Microfilm  
Collections. Final Report on NEH Grant PS-20565092, July 1992 to June 1995.  
Rochester, NY: Image Permanence Institute, Rochester Institute of Technology, 1995.