
Microfilming Records: Proper Microfilm Splicing

Purpose: To ensure state and local government agency microfilm meets state standards and is admissible in court.

The *2012 Washington State Standards for the Production and Use of Microfilm* are the minimum standards for the creation of microfilm intended to serve as a legal copy of public records. Microfilm not meeting these standards may be disallowed in court.

1. Proper splicing procedures

Splicing technique – State standards require using the methods outlined in ANSI/AIIM MS23-1998 and ANSI/AIIM MS18-1992 when splicing film of government records.

Targets – Splices need to include Beginning and End Targets, Density Targets, Resolution Test Charts, and Information or Guide Sheets. In essence, each splice is its own reel, and targets and guide sheets ensure the splice can be inspected for quality and authenticity.

Type of splice – Only ultrasonic splices are allowed. Use of other methods, such as tape splicing or heat splicing, are not acceptable.

Placement of splices – To ensure the easy identification of splices, they need to be placed at the beginning of the reel as end splices may not be noticed by readers.

2. Additional resources on splicing

For more information on splicing see ANSI/AIIM MS18-1992 (R1998), ANSI/AIIM MS23-2004, and Section 8 of the *Washington State Standards for the Production and Use of Microfilm*.

For information on Guide Sheets and Targets see Appendix 2 of the *Washington State Standards for the Production and Use of Microfilm*.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordmanagement@sos.wa.gov**