

**TITLE 60. ARCHIVES AND RECORDS COMMISSION  
CHAPTER 10. ARCHIVES AND RECORDS**

**SUBCHAPTER 7. MICROFILM [REVOKED]**

**60:10-7-1. Authenticity and photographic quality [REVOKED]**

~~The Archives and Records Commission requires, prior to authorization for destruction of original records previously microfilmed, that state agencies seeking such destruction must first obtain certification of the identity and photographic quality of such film from the Micrographics Section of the Records Management Division of the Oklahoma Department of Libraries or personnel in other micrographics laboratories certified by the State Records Administrator. The Commission suggests ANSI/AIIM MS 23-1991, "Practice for Operational Procedures/Inspection and Quality Control of First Generation Silver Gelatin Microfilm of Documents," as a guide for agency microfilming programs [67 O.S., Sections 305-306].~~

**60:10-7-2. Quality control standards [REVOKED]**

~~The following are quality control standards for microfilm of state records:~~

~~(1) Records and Microfilm Identification Declarations must be completed and signed by the official who has legal custody of the original records and by the camera operator, and filmed at the beginning and end of each roll of film thus identifying the records on that particular roll. The Commission suggests ANSI/AIIM MS 19-1993, "Recommended Practice for Identification of Microforms," as a guide for completing Microform Identification Declarations.~~

~~(2) Documents in a condition making it impossible to reproduce them in a legible and readable condition, as displayed on a microfilm reader or reproduced in paper copy, should be marked with a target to that effect, such as "The following document is below standards for microfilm." After being filmed, such documents must be withdrawn from the sequence and retained in the original for the same length of time as the applicable microfilm. Legibility is defined as the quality of a letter or numeral which enables the observer to identify it positively and quickly to the exclusion of all other letters and numerals. Readability is defined as the quality of a group of letters or numerals which makes them recognizable as words or whole numbers.~~

~~(3) Microfilm stock used for preservation of documents shall be safety base permanent records film, as specified in ANSI IT9.6-1991, "Photography Photographic Films—Specifications for Safety Film (revision and redesignation of ANSI PH 1.25-1984)."~~

~~(A) The required master record on microfilm (camera negative) shall be permanent record film as specified in ANSI/NAPM IT9.1-1992, "Imaging Media (Film) Silver Gelatin Type Specifications for Stability (revision and redesignation of ANSI PH 9.1-1989)."~~

~~(B) In addition to the master record, a working copy of the microfilm may be provided. The working copy may be silver, diazo or vesicular type on a safety base of cellulose ester or polyester materials.~~

~~(4) In clear base, negative appearing microfilm of paper documents, the gross background density shall be between 0.8 and 1.50, depending on the type of original document and the reduction ratio. The base plus fog density of unexposed, processed, clear base film must not exceed 0.10. When a tinted base film is used, the density will increase by 0.1 or 0.2 which must be added to the 0.10 value. The Procedures for density~~

measurement are described in ANSI/AIIM MS 23-1991, "Practice for Operational Procedures/Inspection and Quality Control of First Generation Silver Gelatin Microfilm of Documents." On negative microfilm produced by Computer Output Microfilm (COM), the background density shall be a minimum 1.1. These requirements apply only to the master records.

(5) Every master record shall have density measurements taken at five (5) separate locations listed in (a) through (e) of this paragraph. Whenever possible, the areas selected for recording density measurement shall be free of information. The locations for density measurement are:

- (A) at the beginning of the reel (within the first ten (10) frames);
- (B) one-quarter (1/4) of the way through the reel;
- (C) one-half (1/2) of the way through the reel;
- (D) three-quarters (3/4) of the way through the reel; and
- (E) at the end of the reel (within the last ten (10) frames).

(6) The maximum residual thiosulfate ion concentration for the master record shall not exceed 0.014 grams per square meter for records of permanent value or 0.030 grams per square meter for microfilm that the Archives and Records Commission has authorized for destruction within fifty years as determined by the methylene blue method for measuring thiosulfate as specified in ANSI/NAPM IT 9.1 1992, "Imaging Media (Film) — Silver Gelatin Type — Specifications for Stability (revision and redesignation of ANSI PH 9.1-1989)." The residual thiosulfate ion test shall be performed in accordance with procedures outlined in ANSI/ISO 417 1993; ANSI/NAPM IT9.17 1993, "Determination of Residual Thiosulfate and other Related Chemicals in Processed Photographic Materials Methods Using Iodine Amylose, Methylene Blue and Silver Sulfide" (revision and redesignation of ANSI PH 4.8 1985), whenever any change in film, chemicals, or processing is made. Regular test periods should be observed, and if any reading of more than 0.014 grams per square meter occurs, the test shall be performed on a daily basis until the condition is corrected. The silver densitometric method, as outlined in ANSI/ISO 417 1993; ANSI/NAPM IT9.17 1993, "Determination of Residual Thiosulfate and other Related Chemicals in Processed Photographic Materials Methods Using Iodine Amylose, Methylene Blue and Silver Sulfide" (revision and redesignation of ANSI 4.8 1985), may be used for routine daily analysis providing the density stain differential produced in this method is no greater than 0.02, but this test is not a sufficiently reliable substitute for the methylene blue method required by this section.

(7) Archival quality as defined in ANSI/NAPM IT9.1 1992, "Imaging Media (Film) — Silver Gelatin Type — Specifications for Stability (revision and redesignation of ANSI PH9.1-1989)" is required for records with a retention requirement greater than ten (10) years except that thermally processed silver film (TPS) is acceptable as the master negative for microfilm that the Archives and Records Commission has authorized as permanent. The master record must be stored in accordance with ANSI IT9.11, "Imaging Media Processed Safety Photographic Film — Storage (revision and and redesignation of ANSI PH1.43-1985)."

(8) Retakes, properly identified, may be spliced to either the beginning or end of the reel containing the images for which the retakes are necessary. Splices shall be butt welded or by use of photographic splicing tape or ultrasonic splicer. Retakes, properly

identified, may be produced as a separate reel. Splices within the sequence of filmed documents are not acceptable.

(9) Requests for destruction of records that have been microfilmed must include quality evaluation forms from the Micrographics Section of the Records Management Division of the Oklahoma Department of Libraries or authorized personnel in other micrographics laboratories certified by the State Records Administrator certifying that the microfilm meets the above standards for identification, photographic quality, and storage.

### **60:10-7-3. Computer output microfilm (COM) [REVOKED]**

The master Records produced by computer output microfilm (COM) technology shall meet the same standards for storage delineated in 60:10-7-2(7). For microfilm that the Archives and Records Commission has authorized as permanent, either wet processed silver film or thermally processed silver film (TPS) is acceptable COM output.

### **60:10-7-4. Micrographics laboratory certification [REVOKED]**

The State Records Administrator, in conjunction with the Archives and Records Commission, shall establish criteria for, and certify, agency and other micrographics programs that provide microfilming services for state records, in accordance with approved records disposition schedules. Microfilm and microfiche produced by programs that are not certified shall be quality evaluated by laboratories that are certified. All certified laboratories shall submit copies of all microform quality evaluation forms and a five percent (5%) sample of microforms they have created and/or quality evaluated to the Micrographics Section of the Records Management Division. Program certification shall be for one (1) year, and may be revoked at any time by the State Records Administrator, on written notice to the agency head or applicable private firm official stating the reason for certification revocation.

## **SUBCHAPTER 8. OPTICAL IMAGING**

### **60:10-8-6. Annual compliance report [REVOKED]**

(a) Every agency, board, commission, or institution maintaining records in optical imaging format with an approved retention period of ten (10) years or more in accordance with approved records disposition schedules shall file annually each July with the State Records Administrator a report stating that it is in compliance with all statutory provisions and Archives and Records Commission Rules pertaining to maintaining records in optical imaging format. Upon receipt and acknowledgement of the report, the State Records Administrator or his/her designee shall transmit a copy of the report to the submitting agency, board, commission, or institution. The report shall be on a reporting form provided by the Records Management Division that contains the following information:

- (1) The name of the agency, board, commission, or institution filing the report.
- (2) The year covered by the report.
- (3) The name and signature of the person who compiled the report.
- (4) The date the report was compiled.
- (5) The name of the optical imaging system administrator.
- (6) The schedules, records series numbers, and records series titles of all records with a retention period of ten (10) years or more maintained in optical imaging format.
- (7) The name and signature of the person submitting the compliance report.

- (8) ~~The date the report was received by the State Records Administrator and the name of the person acknowledging receipt.~~
- (b) ~~The State Records Administrator shall notify the Archives and Records Commission of any agency, board, commission, or institution that fails to file an annual report.~~

## SUBCHAPTER 11. SERVICE FEES

### **60:10-11-2. Archival microfilming service fees [REVOKED]**

~~The Department of Libraries is authorized to provide microfilming services to state agencies or subdivisions of Oklahoma government and to be paid for these services on the basis of fee schedules established by the Archives and Records Commission [67 O.S., Section 301].~~

(1) ~~**Microfilm.** The following fees shall be charged for microfilm:~~

~~(A) **16mm microfilm.** Providing duplicates of 16mm film by photographic duplication of original: \$25.00 per 100 ft. roll; \$27.50 per 215 ft. roll.~~

~~(B) **35mm microfilm.** Providing duplicates of 35mm film: \$30.00 per 100 ft. roll.~~

~~(C) **105mm microfilm.** Providing duplicates of 105mm fiche: \$0.50 for first copy plus \$0.25 for additional copies of the same fiche.~~

(2) ~~**Security film storage.** There shall be no charge for storing master negatives of state agency and local government microfilm and microfiche in the Department of Libraries microform security vaults.~~

(3) ~~**Other micrographics services.** The fee for any services in addition to basic processing, duplicating and automatic-feed filming shall be \$15 per hour of staff time.~~

### **60:10-11-3. Charges for special equipment and supplies [REVOKED]**

~~Rental charges for special equipment and costs of special supplies in addition to filming, processing and duplicating procedures will be paid by the agency for whom filming is being done. Before a filming project is begun, a maximum cost amount must be agreed to by the Records Management Division and the agency for whom the filming is being done.~~