

DISCLAIMER

The South Carolina Legislative Council is offering access to the unannotated South Carolina Code of Regulations on the Internet as a service to the public. The unannotated South Carolina Code of Regulations on the General Assembly's website is now current through State Register Volume 33, Issue 9, effective September 25, 2009. The unannotated South Carolina Code of Regulations, consisting only of Regulation text and numbering, may be copied from this website at the reader's expense and effort without need for permission.

The Legislative Council is unable to assist users of this service with legal questions. Also, legislative staff cannot respond to requests for legal advice or the application of the law to specific facts. Therefore, to understand and protect your legal rights, you should consult your own private lawyer regarding all legal questions.

While every effort was made to ensure the accuracy and completeness of the unannotated South Carolina Code of Regulations available on the South Carolina General Assembly's website, the unannotated South Carolina Code of Regulations is not official, and the state agencies preparing this website and the General Assembly are not responsible for any errors or omissions which may occur in these files. Only the current published volumes of the South Carolina Code of Regulations Annotated and any pertinent acts and joint resolutions contain the official version.

Please note that the Legislative Council is not able to respond to individual inquiries regarding research or the features, format, or use of this website. However, you may notify Legislative Printing, Information and Technology Systems at LPITS@scstatehouse.gov regarding any apparent errors or omissions in content of Regulation sections on this website, in which case LPITS will relay the information to appropriate staff members of the South Carolina Legislative Council for investigation.

CHAPTER 12.

SOUTH CAROLINA DEPARTMENT OF ARCHIVES AND HISTORY

(Statutory Authority: 1976 Code Section 30-1-90(B))

ARTICLE 2.

QUALITY STANDARDS AND PRACTICES FOR THE MICROFILMING OF PUBLIC RECORDS

(Statutory Authority: Title 30, Chapter 1, Public Records Act)

12-200. Introduction.

The South Carolina Department of Archives and History (hereinafter called the Department) has the responsibility under the Public Records Act (Code of Laws of South Carolina, 1976. Section 30-1-10 through 30-1-140) to establish quality standards for microfilming and microfilm records. The Uniform Photographic Copies of Business and Public Records as Evidence Act (Acts and Joint Resolutions of the General Assembly of the State of South Carolina, Regular Session of 1978, pages 1632-34) authorizes the use of microfilm for legal purposes. The purpose of these standards is to enable the requirements of both statutes to be met and records determined to have archival or long-term retention value to be safeguarded. Some records of short-term retention value are converted to microfilm to save space or to provide quick retrieval. Minimum standards for microfilm of these short-term records are also provided here.

These quality standards for the microfilming of public records in South Carolina are derived from applicable Federal Micrographics Standards published in 36 Code of Federal Regulations, Chapter XII, Subchapter B. See the Microfilm Standards Attachment accompanying the Department's standards for reference. In general, section 1230.4 Definitions, and portions of Subpart A--Standards for Creation of Microform Records and Subpart B--Standards for the Maintenance, Use and Disposition of Microform Records of Part 1230--Micrographics, published in the Federal Register, Vol. 50, No. 125, pp. 26935-26937 are referred to in the South Carolina standards and practices which are divided into three sections below for convenience in reference and application. Where there are differences between the two, in the density ranges for example, the State standards are preferred.

The State standards are divided into the following sections:

General Standards and Practices for the Microfilming of Public Records (applicable to all public records filmed or converted to microfilm regardless of retention value).

Standards and Practices for Records of Archival Value (Perpetual Retention) and Records of Long-term Retention Value (10-100 years).

Standards and Practices for Records of Short-term Retention Value (less than 10 years).

12-201. General Standards and Practices for the Microfilming of Public Records.

The following General Standards and Practices will apply to the microfilming of all public records or confidential/restricted records created in the conduct of carrying out the responsibilities of a state or local government agency, department or institution.

A. Legibility of Microfilm Copy

The legibility of the microfilm copy shall include all the detail of the record copies. Microfilm copies shall be of proper exposure and of sufficient quality to be read on a reader screen and reproduced as a legible paper copy, according to the intended use. Intended use will determine the resolution pattern to be met as explained in section 12-202C below.

B. Identification of Records Filmed

Each microfilm roll or other microform shall be adequately identified on the actual film or unit record and on the container used to store or file the microcopy. Identification of each roll or microform shall include an eye-readable roll or unit number and the reduction ratios used for each roll or unit. (See Appendix 1.) The title of the series, file or book(s) on the roll or unit, the inclusive dates of the records filmed, and the case or file numbers should be included on the camera original film. If this cannot be done for technical reasons, the information must be included on the certificate of authenticity to be filmed at the end of the roll or unit. (See Appendix B for an example of the certificate.)

C. Microfilm Records Retrieval

Indexes or other acceptable retrieval systems are required for archival and long-term value microfilmed records. No security microfilm shall be acceptable without a workable retrieval system or index. Indexes to microfilmed records may be automated or manual, but all microfilmed records must be readily accessible from a microfilm or paper copy finding aid, regardless of the type retrieval system used.

D. Text Charts for Microfilm Quality Control

Each exposed microfilm roll or microform shall include resolution charts to test for the legibility of the filmed records. (See Appendix 2.) Photostatic or electrostatic copies of resolution charts cannot be substituted for approved printed test charts from the National Bureau of Standards or other acceptable suppliers. Approved resolution charts and density test patches of known reflectance value shall be used from roll to roll or film unit at the beginning, end, and preferably, the middle of each roll or unit.

E. Certification and Authentication of Records Filmed

1. A "Declaration of Intent and Purpose" or its equivalent will be prepared and signed by the official custodian of the records or the designated records officer of the filming state agency or political subdivision (local government) office and filmed at the beginning of each roll or microfilm unit. Any substitute proposed for the Declaration shall be approved in advance by the Department. (See Appendix A for the approved form.)
2. A "Certificate of Authenticity" will be prepared and signed by the camera operator and filmed at the end of each roll or subdivision of a filmed series or microfilm unit. Any substitute for this certificate shall be approved by the Department. (See Appendix B for the approved certificate.)
3. Any splice between the filmed records sequence will be accounted for and certified by the camera operator to be part of the original filmed record or file series.

F. Visual Inspection of Microfilm Copies

1. All microfilm rolls or other microforms shall be inspected to determine the legibility of the film, the correctness of order of filming, and all possible defects or errors in the film. The inspection results shall be reported on the form provided. (See Appendix C-1 and C-2.)
2. To prevent scratches and other damage to the film, the camera silver emulsion original or alternative security copy of the microfilm shall not be placed on a microfilm reader to inspect the film. If the camera original or the alternative security copy has to be checked on a microfilm reader and the film emulsion and/or base is scratched or damaged sufficiently to require replacement, a direct duplicate which meets the approved Standards must be substituted as the security copy. If there is any loss of the image text or document as a result of damage or scratching of the film, the source document or documents must be refilmed to meet the required standards. An exception to this is the camera original of records of short-term value for which no security or back up film copy is needed.

G. Microfilming Equipment

1. Microfilming equipment, including cameras and processing, duplicating, and testing equipment, used to produce microfilm images for state or local government agencies must be demonstrably capable of meeting these microfilm standards.
2. Acquisition of new microfilm equipment subject to the provisions of the South Carolina Consolidated Procurement Code (1976 Code, 1984 Cumulative Supplement, Sections 11-35-20 to 11-35-1240 and Rules and Regulations, 19.445.2000 to 19.445.2130 or as amended) must be approved by the Information Technology Planning and Management Office of the Division of Research and Statistical Services of the State Budget and Control Board, and be reviewed by the Department before purchase is made. When

local governments have adopted ordinances to use the State Procurement Code or its equivalent, the requirements which apply to information technology equipment purchases must be followed.

3. All contracts for microfilming equipment agreed to by state or local government agencies should specify that the equipment can be returned to the vendor for full credit at the agreed upon purchase price if it does not meet the standards required for the application. Whether the equipment meets such standards must be determined within 30 days after the testing operation begins, following delivery and installation. State and local government agencies should submit test strips for evaluation to the Department's Microfilm Services division before the 30 day period ends to determine whether to accept the new equipment. Any modifications to new microfilming equipment before final acceptance to enable such equipment to meet required standards must be made at no cost to the purchaser and with no alteration of service contracts or manufacturer's warranties.

12-202. Standards and Practices for Records of Archival Value and Long-Term Retention Value.

A. Archival and Long-Term Value Microfilm

1. ARCHIVAL RECORD MICROFILM is defined as filmed records determined by a duly approved Records Series Retention/Disposition Schedule or an equivalent evaluation by the Department to be of sufficient value to warrant permanent (perpetual) retention.

2. MICROFILM RECORDS OF LONG-TERM RETENTION VALUE are filmed records that must be retained because of statutory or fiscal requirements for research use for periods of between ten and one hundred years.

B. Camera Microfilm

1. The camera microfilm for filming records of archival and/or long-term retention value shall be safety base permanent silver halide film as defined in Part 1230--Micrographics, Sec.1230.4, Definitions--Archival Microfilm, printed in the Federal Register, Vol. 50, No. 125, June 28, 1985 and attached below, or the latest revision.

2. Safety base film is defined as low in nitrate nitrogen content, slow to ignite, and difficult to burn. Only safety base permanent film can qualify as archival record film.

3. The film must meet the standards cited above, or the latest revision. Only silver emulsion film of archival quality will be used for filming records of perpetual or long-term retention value, except when computer output microfilm (COM) records of long term value only are scheduled as described in 4.a. below. To comply with the specifications for permanence and archival storage, perpetual and long term record films must have a silver halide emulsion processed to a silver-gelatin black and white photographic image.

4. Computer output microfilm shall meet the standards for Computer Output Microforms in the Federal standards referred to above, or the latest revision, and as follows:

a. The Department will accept for security storage only safety base silver-gelatin microfilm (which must meet the film standards cited above). State agencies and local government offices must use silver-gelatin microfilm when records of archival value are placed on COM. (See Appendix C-1 & 2, D-1 & 2, and E.) When a duly approved under the Public Records Act records retention schedule allows storing COM of records of long-term retention value at a site other than the Department's microfilm vault, the security copy may be dry silver, diazo, or vesicular film if there is evidence presented that proves to the Department's satisfaction the dry silver, diazo, or vesicular microfilm will be stable for the length of time the record is to be maintained.

b. The Department will accept only COM whose legibility has been determined to be sufficient to produce readable copies on subsequent generation microfilm or, when needed, on enlarged paper printouts from the microfilm at the generation determined to be necessary for the retention value of the information (see the chart on resolution in part C. 4. below).

The Department will not authorize COM to be stored in an alternative repository for security if the information legibility is not sufficient to reproduce to the generation predetermined to be necessary to maintain the record information for its appraised useful retention. It is the responsibility of the depositing

state agency or local government entity to provide information in writing to the Department verifying the legibility projection to the required generation when depositing security COM.

c. COM may be 16 mm rolls, 35 mm rolls, or 105 mm × 148 mm microfiche.

d. Reductions of information on COM shall not exceed 48 diameters.

e. When first generation negative-appearing (1N) COM is the goal, the reversal process shall be full reversal and not partial reversal or halide reversal.

f. When first generation positive-appearing (1P) COM of perpetually valuable (archival) information is submitted to the Department for security storage, the minimum D max (maximum density) on a given piece of film shall be 0.75, as judged by comparison of the film with an image of known density under a microscope. The method used to determine the D max or exposed film density of film submitted for storage shall be reported to the Department in writing and the report shall accompany the film to be deposited. The maximum D min (minimum density on a given piece of film or film base plus fog density) shall be 0.15 (the background diffuse density for printing as measured by a transmission densitometer). A D min and D max difference of 0.60 is recommended. (See also part D of this section below.)

If the security COM of records of long term value is to be stored in a repository other than the Department, the D max and D min report of the film must be submitted to the Department which must judge the levels acceptable before the deposit can be made.

g. When negative-appearing (1N) COM of permanently valuable (archival) information is submitted to the Department for security storage, the minimum D max (background diffuse density for printing as measured by a transmission densitometer) shall be at least 1.50, 1.80 preferred. The maximum D min shall be 0.20, as judged by comparison of the film with an image of known density under a microscope. The method used to determine the D min on film submitted for storage shall be reported to the Department in writing and the report shall accompany film to be deposited.

If the security COM of records of long-term value is to be stored in a repository other than the Department, the D min and D max report of the film must be submitted to the Department, which must judge the levels as acceptable before deposit can be made.

h. Machine readable data and/or paper printouts of information from machine readable data must be maintained until the COM has been approved by the Department as a suitable record copy of the desired information.

C. Resolution

1. Resolution is defined as the ability of a microfilm system to make visible and distinguishable the fine detail of a filmed image. The measure of the resolution or sharpness of the image is expressed as the number of lines per millimeter discernible under a microscope in an exposed image of a filmed resolution test chart.

2. Only resolution test charts developed by the National Bureau of Standards for source document filming and referred to in the Standards for Creation of Microform Records, Section 1230.14e (Microfilm Standards Attachment) shall be used for filming and resolution testing on a planetary camera. Likewise, resolution test charts developed specifically for the rotary type camera must be used for filming and resolution testing on a rotary camera.

3. For microfilm of records that are typed or printed, the resolution shall be based on the "Quality Index Method" set forth in the Standards for Creation of Microform Records, Section 1230.14e as amended (Microfilm Standards Attachment):

a. For records of archival value, the originals of which are considered legible but can only be read with difficulty, the minimum resolution pattern shall be based on (1) achieving an index of excellent quality, 8.0 or higher; (2) the height of the lower case "e" of 2.0 mm, unless otherwise indicated, and (3) the number of film generations necessary to obtain the desired result.

b. For records of archival value, the originals of which are completely legible, the minimum resolution pattern shall be based on (1) achieving a level of acceptable quality, 5.0 or higher; (2) the height of the lower case "e" of 2.0 mm, unless otherwise indicated, and (3) the number of film generations necessary to obtain the desired result.

c. For records of long-term value, the minimum resolution pattern for all typed and printed material shall be based on (1) achieving a level of acceptable quality, 5.0 or higher; (2) the height of the lower case “e” of 2.0 mm, unless otherwise indicated, and (3) the number of film generations necessary to obtain the desired results.

4. Below are the film generations with the required resolution pattern for each generation of film of records with the lower case “e” of 2.0 mm height. The resolution pattern should decrease only one pattern per generation for each duplicate film.

Film Generation [FN*]	Excellent Quality Resolution Pattern	Acceptable Quality Resolution Pattern
1	4.0	2.5
2	4.5	2.8
3	5.0	3.2
4	5.6	3.6
5	6.3	4.0

[FN*] The ability to reproduce to three (3) film generations is the minimum number required for archival film security copies.

a. Where there is handwritten and typed or printed material combined on a document, the Quality Index Method may be used to determine resolution by referring to the requirements for the lower case “e” of at least 2.0 mm in height as set forth in 3a-3c above. If no 2.0 mm or smaller lower case “e” can be referred to, the procedure for handwritten documents given in number 5 below will be followed.

b. The Department reserves the right to inspect the height of the lower case “e”. If the “e” is less than 2.0 mm in height, a different resolution pattern is required, the pattern to be determined by the Quality Index Method, which allows for differences in the height of the selected letter, lower case “e”.

5. In microfilm operations where the use of the Quality Index Method is not practical, such as in the filming of handwritten documents, the Reduction Ratio/National Bureau of Standards Pattern Tables listed below may be used to determine the resolution needed. The tables give the smallest resolution test pattern that must be read for each reduction ratio when documents with medium size handwriting are microfilmed. In some special cases, a smaller test pattern may be necessary to produce legible images, such as when characters on a document are written extremely small and thin. If a smaller pattern is needed, contact the Department for approval before using the pattern.

a. Microfilm Resolution Patterns for Records
of Archival (Perpetual) Value Requiring
Reproduction to 4 Generations [FN**]

Reduction Ratio	Smallest NBS Pattern Read
8X	10.0
10X	8.0
12X	7.1
16X	5.6
20X	5.0
24X	4.5
26X	4.5
28X	4.5
30X	4.0
32X	4.0
36X	3.6

[FN**] If the microfilm application requires a paper print from the third generation copy, the patterns listed are required for a legible print.

b. Microfilm Resolution Patterns for Records
of Long-term Value Requiring
Reproduction to 3 Generations

Reduction Ratio	Smallest NBS Pattern Read
8X	8.0
10X	6.3
12X	6.3
16X	5.0
20X	4.5
24X	4.0
26X	4.0
28X	4.0
30X	3.6

32X	3.6
36X	3.2

c. Microfilm Resolution Patterns for Records of Long-term Value Requiring Reproduction to 2 Generations

Reduction Ratio	Smallest NBS Pattern Read
8X	7.1
10X	5.6
12X	5.6
16X	4.5
20X	4.0
24X	3.6
26X	3.6
28X	3.6
30X	3.2
32X	3.2
36X	2.8

6. First generation silver halide microfilm of engineering drawings [FN1] must have the minimum resolution for the reduction ratios listed in the chart below or the equivalent for intermediate reductions when the microfilm is to be used to reproduce 2 subsequent generations; that is, when the drawings are of archival value or must be reproduced to the third generation.

[FN1] Diazo, vesicular, other non-silver or dry silver microforms are not acceptable as security copies of engineering drawings of archival value.

a. Microfilm Resolution Patterns for Engineering Drawings of Archival Value

8X	10.0
12X	8.0
16X	7.1
20X	5.6
24X	5.0
28X	4.5
30X	4.5
36X	4.0

7. If the pattern of the resolution chart can not be attained or is not technically feasible, the Department must be notified in writing requesting a waiver of this requirement whenever security or archival quality film is to be produced. The waiver should be obtained in writing before any additional records are filmed. Waivers shall be considered if there is no intention to destroy the original record after filming, if acceptable alternative standards are proposed for the microfilm records, or if the filmed copy was made before this standard was adopted.

Waivers shall apply only to the material and film in question and microfilming of permanent records of archival value shall not continue using the same equipment, supplies and procedures that produced less than the required standard for archival quality film. Waivers will not be granted for microforms produced by new equipment.

D. Density

1. Optical density is defined as the light absorbing quality of a photographic image (degree of opacity). Several specific types of density values for a photograph may be expressed, but background density, which is the measurement of the amount of light that is prevented from passing through the non-record area of an image expressed as a logarithm, is most commonly used for microfilm to indicate how dark or black the image is.

2. The background density of the processed camera roll required to reproduce the film to the sufficient number of generations shall depend on the material filmed. [FN2]

[FN2] The camera roll for duplicating should not have a document background density range greater than .30 unless it is unavoidable because several different categories of documents are microfilmed on one roll.

Acceptable
Background

Description of Documents	Density Range
a. periodicals, dense typing, and high quality printed books	1.00 to 1.30
b. pencil writing with a soft lead, documents with small writing	0.95 to 1.25
c. graph paper with pale, fine-colored lines and very small printing such as footnotes, faded printing, and pencil drawings	0.90 to 1.20
d. poorly printed faint documents and very weak pencil manuscripts and drawings	0.85 to 1.10
e. old, faded ink documents on discolored paper with very little contrast between the handwriting and the background	0.70 to 1.00
f. high contrast drawings or writing on mylar filmed with back lighting	1.30 to 1.60
g. low contrast writing on mylar filmed with back lighting	1.00 to 1.30
h. non-white documents with black and non-black printing	0.80 to 1.10

3. Density requirements are target ranges. Minor variations from the acceptable density ranges for the above given categories at times may not have an adverse effect, but the more important the record and the greater the problem with legibility, the more critical it is to stay within the ranges provided. If there is a problem maintaining the density ranges, or if it is not technically feasible to do so, the Department must be notified in writing requesting a waiver of the requirement. The written waiver should be obtained before any additional records are filmed. Waivers shall be considered if there is no intention to destroy the original record after filming, if an acceptable alternative requirement yields better results than staying within a given range stated above, or if the filmed copy was made before this standard was adopted.

Waivers shall apply only to the material and film in question and microfilming of permanent records of archival value shall not continue using the same equipment, supplies, and procedures that produced less than the required standard for archival quality film. Waivers will not be granted for microforms produced by new equipment.

4. If positive images constitute the processed camera roll, the background density from good quality, high contrast, negative photostats must be between 0.04 to 0.16. Certain poor quality, low contrast photostats or blueprints may require a higher background density in order to enhance faint writing.

E. Base Plus Fog Density

1. Base Plus Fog Density is defined as the density of a film that has not been exposed, but which has been developed and fixed.

2. The base plus fog density or (D-min) of each processed camera roll shall be 0.10 or less.

F. Processing of Camera-Exposed Film

1. Each camera-exposed roll shall be processed in a microfilm processor that has a separate tank or container for the thiosulfate (fixer). The thiosulfate should contain an acceptable biotic inhibitor such as an iodine ion to help prevent the formation of blemishes.

2. The film shall be processed with sufficient water flow to be tested as prescribed in the Standards for Creation of Microform Records, Section 1230.14d (Microfilm Standards Attachment) or its latest revision.

3. If the processing is the reversal type, it must be the full photographic reversal and not partial-reversal in order to have a fixed silver archival record microfilm security copy for archival or long-term retention.

G. Control Strips

A Control Strip is a strip of stable film pre-exposed to a precision light source. In order to maintain uniformity of the developer in the processor, it is required that control strips be processed periodically (preferably on a daily basis) whenever security microfilm is processed and highly recommended for all processing.

H. Quality Testing of Processed Film

1. The security copy and reproduction duplicate film emulsion shall be protected at all times. After processing, camera and duplicate rolls shall be inspected on a rewind station equipped with rewinds and a lamp box and shall not be handled unless the operator or inspector is wearing white, lint-free gloves. To prevent scratching the emulsion, the camera-original film being tested will not be placed on or under rollers, nor shall reproduction duplicate microfilm copies of records of archival value be placed on or

under rollers unless the camera silver emulsion microfilm or other acceptable security copy is in a temperature and humidity controlled environment and available for further reproduction.

2. The film shall be tested for background density and resolution and inspected for any possible defects that may affect the readability or legibility of the film. If density and resolution levels are not within the specified ranges for archival or long-term retention film, corrective action must be carried out to meet the standards.

3. The silver densitometric test and/or the methylene blue test (accepted methods for measuring residual thiosulphate in film) will be rendered on all processed microfilm of archival or long-term retention value, unless the security copy is authorized to be retained on non-archival film as stated in section 12-300 B.4a. above.

a. The silver densitometric test should be administered each day while processing silver emulsion film.

b. One methylene blue test should be administered at least every fifth consecutive day of processing silver emulsion film. The Department may require more or fewer tests depending on the quantity of rolls processed and other factors. If the test results are higher than 0.7 micrograms of residual thiosulphate per square centimeter for the methylene blue test in a clear area of the film and/or higher than 0.02 density difference for the silver densitometric test, all film processed since the last tests must be rewashed and another test performed in order to achieve satisfactory results.

If the test readings are not acceptable after the film is rewashed and the microfilm must meet archival quality standards, a duplicate should be made to use in place of the film in question unless it is necessary to refile the records in order to meet the required standards.

c. The tests used for determining the concentration of residual thiosulfate or other chemicals on processed film referred to above shall be those prescribed in the Standards for Creation of Microform Records, section 1230.14d (Microfilm Standards Attachment), or the latest revision.

d. If the Methylene Blue Method is used to measure the thiosulfate concentration on film, the test must be made within two weeks after the film was processed for the results to be accurate.

I. Certification of Microfilm Quality

All security microfilm copies of records of archival value required to be deposited with the Department shall have resolution and density reading tests, and content and legibility inspections results certified on the appropriate microfilm quality certification forms. All certifications are subject to verification by the Department's quality control technicians who will select sample microfilm copies and conduct separately made tests whenever appropriate or necessary. (See Appendix C-1 and C-2 for the certification report form and instructions.) All security copies of records of long-term value filmed in the course of recording government or public documents must be certified as to quality also. The procedure for obtaining certification of film of doubtful quality (alternative) shall apply only when more than one reproduction can produce a satisfactory microfilm record.

J. Splicing of Microfilm

1. When it is necessary to make corrections and insert retakes, the camera or duplicate security roll may be spliced using the heat splice or ultra sonic methods. The roll may have no more than eight splices per 100 feet of film, and the splices must be four inches apart to avoid problems in duplication of the film.

2. Pressure sensitive tape or film cement may not be used for splicing camera negative or duplicate security roll film of archival or long-term retention value.

K. Duplication

1. The camera silver emulsion original or archival record microfilm shall not be used for duplication except to make a silver emulsion reproduction duplicate, unless the Department determines the condition of the film and the circumstances require otherwise. The camera silver emulsion original shall not be inserted into a reader or viewer or loaded into a cartridge unless a second master copy is provided first for the security film deposit and the substitute master is capable of legible reproduction to the required number of generations for microfilm records of archival value.

2. All copies of archival record microfilm for distribution or research use shall be made from silver emulsion reproduction duplicates unless they are for in-house use or temporary interoffice use. When this

occurs, the archival quality master security copies must not be exposed to ammonia or other chemicals or fumes harmful to silver film.

3. Silver emulsion, diazo, or vesicular film duplicators that are properly maintained, operated and vented are acceptable for the reproduction of third generation reference or distribution microfilm copies.

4. The second generation reproduction duplicate film copy shall not be used on a microfilm reader for film editing or other purposes unless the original camera silver emulsion microfilm or security copy is available for further reproduction.

L. Security Microfilm

1. Security microfilm is defined as the camera silver original microfilm or the intermediate master silver film copy of a public record that has been determined to be of such importance for administrative, fiscal, legal, or historical reference or research that a copy of the record is produced on microfilm and stored under proper temperature and humidity control in a location away from the original record, later generations on film or a magnetic medium copy.

2. When records of archival value are filmed or created on film, the silver emulsion camera original must be forwarded for permanent storage in the Department's fire-resistant, temperature and humidity controlled film vault. Silver reproduction duplicates meeting the required standards can be accepted in place of the camera original with the approval of the Department.

3. Security microfilm of long-term retention value should also be stored in the Department's State Records Center microfilm vault for the specified period of time, if space is available. Similar storage areas with proper temperature and humidity controls may be substituted when approved by the Department in writing.

4. If the processed camera original silver emulsion black and white roll is to be retained permanently (perpetually), the Department shall determine whether the camera original film shall be used for reproduction of working copy or reference rolls without an intermediate reproduction duplicate.

M. Storage Requirements for Security Microfilm

1. Security microfilm shall be stored in a vault or other similar protective enclosure that is rated at least four hours fire resistant. The ideal temperature for security storage of wet process silver black and white microfilm security copies is 65 degrees Fahrenheit. The ideal relative humidity is between 30% and 40%. The temperature and relative humidity should not vary more than 5% in a 24 hour period, and the humidity must not drop below 30%. Minimally acceptable levels for temperature and relative humidity for storage of silver black and white security microfilm are a steady 70 degrees Fahrenheit and 50% relative humidity. Dehumidifiers using desiccants shall not be used.

2. Only wet process silver black and white gelatin film which meets the standards for permanent record film in the attached Standards for Creation of Microform Records will be stored in the Department's microfilm vault or other similar protective enclosure. Non-silver film such as diazo or vesicular, nitrate base film, color film, or other types of film not approved by the Department will not be stored together with silver-gelatin film. Neither shall non-silver, nitrate base, color, diazo, and vesicular films be stored in an enclosed area that shares the same ventilation system with another area where silver-gelatin film is stored. Dry silver film will not be stored in the same storage enclosure with wet process silver emulsion security film of permanently valuable (archival) records.

3. Containers or boxes used for storage of individual rolls of security microfilm must be either (1) stable, peroxide-free plastic; (2) acid-free (pH 6.5 to 8.5) and lignin-free cardboard boxes; or (3) noncorrosive metal such as anodized aluminum or stainless steel. Film is to be wound on stable, peroxide-free, noncorrosive reels. No rubber bands, paper, plastic ties or pressure sensitive tape shall be placed on the film or reels in the film containers. Individual reel boxes and film must be kept free of any fungus or mold. 105 mm microfiche must be stored in acid-free (pH 6.5 to 8.5), lignin-free envelopes.

N. Certification of Film

When archival records are converted to microfilm, the state agency, department, institution, or other political subdivision office shall certify or have certified by a duly qualified agent that the film meets the quality standards for archival film (see Appendix D-1 and D-2). If any records are to be destroyed after

microfilming, certification that the film meets the applicable standards must be completed by the agency or office and approved by the Department before the disposal is carried out.

O. Microfilm Working Copy (Duplicate)

1. The microfilm copy produced for office or research use shall be legible, and electronic retrievals, where applicable, shall operate properly. A paper printout copy made from the film must be legible.
2. Film may be silver or non-silver, safety base type.
3. Working copy film will not be stored with security film of archival or long-term retention value.
4. The working copy film should not be stored or used in direct sunlight or left over a source of heat when not in use in a reader.

12-203. Standards and Practices for Microfilming Records of Short-Term Retention Value.

A. Short-Term Value Records

SHORT-TERM RETENTION VALUE microfilm records are filmed records that have to be kept less than ten years as determined by a duly approved Records Series Retention/Disposition Schedule or the equivalent. The fiscal, legal, reference, or administrative value is of short-term duration, but for reasons such as volume or bulk, the paper records are converted to microfilm.

B. Camera Microfilm Resolution

1. Silver halide or other films legible on a microfilm reader and from a paper copy made from a reader-printer are acceptable.
2. Resolution charts should be filmed as an aid in maintaining equipment specifications.

C. Density

No test is required, but the film must be legible when viewed on a microfilm reader.

D. Base Plus Fog Density

No test required.

E. Processing

The film must be developed in a processor that will insure legibility of the film. There is no absolute requirement for the microfilm processor to have a separate tank or container for the thiosulfate (fixer) when processing film of short-term retention value, but it is advisable to take this extra precaution whenever possible if the film is expected to last for a few years.

F. Security Film

Security copy film must be safety base film of such quality as to be capable of producing two generations of legible film. Silver-gelatin film must be used for security copies to be stored in the State Records Center film vault. The security copy must meet the requirements for: (1) processing of camera exposed film and (2) storage requirements for security microfilm as outlined in the section for archival and long-term value film above.

G. Destruction of Records

Short-term value records that have been microfilmed or converted to film may be disposed of after the Microfilm Quality Certification for Records Disposition Form (see Appendix D-1 and D-2) has been completed and approved by the state agency or political subdivision office or agency and the Department, as specified in a duly approved Records Series Retention/Disposition Schedule or its equivalent.

Microfilm Standards Attachment

MICROFILM STANDARDS ATTACHMENT

(50 Fed. Reg. 26935, June 28, 1985)

1228.188. Machine-readable records.

(a) Magnetic tape. Computer magnetic tape is a fragile medium, highly susceptible to the generation of error by improper care and handling. To ensure that permanently valuable information stored on magnetic tape is preserved, Federal agencies should schedule files for disposition as soon as possible after

the tapes are written. When NARA has determined that a file is worthy of preservation, the agency should transfer the file to the National Archives as soon as it becomes inactive or whenever the agency cannot provide proper care and handling of the tapes (see Part 1234 of this chapter) to guarantee the preservation of the information they contain. The tapes to be transferred to the National Archives shall be on one-half inch 7 or 9 track tape reels, written in ASCII or EBCDIC, with all extraneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block, or file), blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 bpi. The tapes on which the data are recorded shall be new or recertified tapes (see Part 1234 of this chapter) which have been passed over a type cleaner before writing and shall be rewound under controlled tension.

(b) Other magnetic media. When a machine-readable file that has been designated for preservation by NARA is maintained on a direct access storage device, the file shall be written on new or recertified one-half inch 7 or 9 track tapes, written in ASCII or EBCDIC, with all extraneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block, or file), blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 bpi. This copy shall be transferred to the National Archives.

(c) Documentation. Documentation adequate for servicing and interpreting machine-readable records that have been designated for preservation by NARA shall be transferred with them. This documentation shall include, but not necessarily be limited to completed Standard Form 277, Computer Magnetic Tape File Properties, or its equivalent. Where it has been necessary to strip data of extraneous control characters (see paragraphs (a) and (b) of this section), the codebook specifications defining the data elements and their values must match the new format of the data. Guidelines for determining adequate documentation may be obtained from the Office of Records Administration (mailing address: National Archives (NI), Washington, DC 20408). Section 1228.198 is amended by removing in paragraph (b) the words "Regional Archives" and by revising paragraph (a) to read:

1228.198. Use of records transferred to the National Archives.

(a) In accordance with 44 U.S.C. 2108, restrictions lawfully imposed on the use of transferred records will be observed and enforced by NARA to the extent that they do not violate 5 U.S.C. 552. Statutory and other restrictions on transferred records remain in force until the records have been in existence for 30 years, unless the Archivist of the United States, after consulting with the head of the transferring agency, determines that the restrictions shall remain in force for a longer period of time for specific bodies of records. The regulations in Subchapters B and C of this title, insofar as they relate to the use of records in the National Archives or in a Federal records center, apply to official use of the records by Federal agencies as well as to the public. * * * * * 15. Parts 1230, 1232, 1234, and 1238 are added to read as follows:

PART 1230--MICROGRAPHICS

Authority: 44 U.S.C. 2907, 3302 and 3312

1230.1. Scope of part.

This part provides standards for using micrographic technology in the creation, use, storage, retrieval, preservation, and disposition of Federal records. Agencies should also consult 41 CFR Subpart 201-45.1 for GSA requirements relating to micrographic records management programs.

1230.2. Authority.

As provided in 44 U.S.C. Chapters 29 and 33, the Archivist of the United States is authorized to establish standards for the photographic and micrographic production and reproduction of records by Federal agencies with a view to disposal of the original records; to establish uniform standards within the Government for the storage, use, and disposition of processed microfilm records; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

1230.4. Definitions.

For the purpose of this part, the following definitions shall apply;

Archival microfilm. Silver halide microfilm meeting the requirements of Federal Standard No. 125D, Film, Photographic and Film, Photographic Processed (for permanent records use); American National Standards Institute (ANSI) Standard PH1.25-1984 Safety Photographic Film, Specification for; PH1.28-1984 Photographic Film for Archival Records, Silver Gelatin Type on Cellulose Ester Base, Specifications for; PH1.41-1984 Photographic Film for Archival Records, Silver Gelatin Type on Polyester Base, Specifications for; when tested by ANSI Standard PH4.8-1984, Methylene Blue Method for Measuring Thiosulfate and Silver Densitometric Method for Measuring Residual Chemicals in Films, Plates, and Papers; and stored in accordance with ANSI Standard PH1.43-1983, Storage of Processed Safety Photographic Film, Practices for.

Computer Output Microfilm (COM). Microfilm containing data produced by a recorder from computer generated signals.

Facility. for equipment and operations required in the production or reproduction of microforms either for internal use or for the use of other organizational elements of the Federal Government.

(a) Microfilm. [Raw exposed and unprocessed] film with characteristics that make it suitable for use in micrographics;

(b) The process of recording microimages on film; and

(c) A fine-grain, high-resolution photographic film containing an image greatly reduced in size from the original.

Microform. A term used for any form containing microimages.

Microimage. A unit of information, such as a page of text or a drawing, that has been made too small to be read without magnification.

Permanent record. Any record (see definition in 44 U.S.C. 3301) that has been determined by the Archivist of the United States to have sufficient historical or other value to warrant its continued preservation by the Government.

Unscheduled records. Any record that has not been appraised by NARA, i.e., a record that has neither been approved for disposal nor designated as permanent by the Archivist of the United States.

SUBPART A--Standards for Creation of Microform Records

1230.10. Authorization.

(a) Agencies proposing to microfilm permanent records or unscheduled records shall submit Standard Form (SF) 115, Request for Records Disposition Authority, in accordance with Part 1228 of this chapter. The SF 115 shall provide for the disposition of original records and microforms.

(1) Agencies proposing microfilming methods and procedures meeting the standards in Section 1230.14 shall include on the SF 115 the following certification: "This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 36 CFR Part 1230."

(2) Agencies having proposed microfilming methods and procedures that do not meet the standards in Section 1230.14 shall include on the SF 115 a description of the system and standards proposed for use.

(b) The approved retention period for temporary records shall be applied to microform copies of those records; the original records shall be destroyed upon verification of the microfilm, unless legal requirements preclude early destruction of the originals. NARA approval is not required prior to implementation of this provision.

(c) Agencies proposing to retain and store the silver original microforms of permanent records after disposal of the original records shall include on the SF 115 a statement that storage conditions shall adhere to the standards of Section 1230.20. Such agencies shall also indicate when the first inspection of microfilm required by Section 1230.22 will be conducted.

1230.12. Preparation.

(a) The integrity of the original records authorized for disposal shall be maintained by ensuring that the original microforms are adequate substitutes for the original records and serve the purpose for which such records were created or maintained. Copies shall be complete and contain all record information shown on the originals.

(b) The records shall be arranged, identified, and indexed so that any individual document or component of the records can be located. At a minimum, the records shall include information identifying the agency and organization; the title of the records; the number or identifier for each unit of film; the security classification, if any; and the inclusive dates, names, or other data identifying the records to be included on a unit of film.

1230.14. Microfilming.

(a) Film stock standards. The film stock used to make microforms of permanent records for the purpose of disposal of the original shall conform to Federal Standard No. 125D and be on safety-base permanent record film as specified in ANSI PH1.25-1984, Safety Photographic Film, Specifications for; PH1.28-1984, Photographic Film for Archival Records, Silver Gelatin Type on Polyester Base, Specifications for; and tested according to PH1.29-1971, Curl of Photographic Film, Methods for Determining the; and PH1.31-1973, Brittleness of Photographic Film, Method of Determining the. Procedures for testing are covered in Federal Standard No. 170B, Film Photographic, Black and White, Classification and Testing Methods, which cites ANSI standards. To ensure protection for permanent records, agencies using microfilm systems which do not produce silver halide originals meeting these standards shall submit with the SF 115 required by Section 1230.10 a schedule for the production of silver duplicates meeting the standards.

(b) Index placement. All indexes, registers, or other finding aids, if microfilmed, shall be placed in the first frames at the beginning of a roll of film or in the last frames of a microfiche or microfilm jacket. Computer-generated microforms shall have the indexes following the data on a roll of film or in the last frames of a microfiche or microfilm jacket. Other index locations may be used only if dictated by special system constraints.

(c) Original permanent microfilm records. Systems that produce original permanent records on microfilm with no paper original; e.g., COM, shall be designed so that they produce microfilm which meets the standards of this section.

(d)(1) Microfilm Processing. Microfilms of permanent records where the original will be disposed of shall be processed so that the residual thiosulfate ion concentration will not exceed 0.007 grams per meter in a clear area. Agencies or services that conduct tests for Federal agencies shall meet this requirement by performing the methylene blue test specified in ANSI PH4.8-1984.

(2) If the processing is to be of the reversal type, it shall be full photographic reversal; i.e., develop, bleach, expose, develop, fix, and wash.

(e)(1) Quality Standards. The method for determining minimum resolution on microforms of source documents shall conform to the Quality Index Method for determining resolution and anticipated losses when duplicating as described in the Association for Information and Image Management (AIIM) Recommended Practice MS104.

(i) For permanent records, a Quality Index of five is required at the third generation level.

(ii) For nonpermanent records, a Quality Index of five is required at the level of the specific number of generations used in the system.

(iii) Resolution tests shall be performed using the NBS 1010a Microcopy Resolution Test Chart or equal and the patterns will be read following the instructions provided with the chart.

(iv) The character used to determine the height used in the Quality Index formula shall be the smallest character used to display record information.

(2) The background photographic densities on microforms shall be appropriate to the type of documents being filmed. Recommended background densities are as follows:

Classification	Description of documents	Background density
----------------	--------------------------	--------------------

Group 1	High-quality printed books, periodicals, and dense typing.	1.1-1.3
Group 2	Fine-line originals, letters typed with a worn ribbon, pencil writing with a soft lead, and documents with small printing.	1.0-1.1
Group 3	Pencil drawings, faded printing, graph paper with pale, fine colored lines, and very small printing such as footnotes.	.90-1.0
Group 4	Very weak pencil manuscripts and drawings, and poorly printed, faint documents.	.80-.90
Group 5	COM	1.2-1.5

The procedure for density measurement is described in AIIM Recommended Practice MS104-1972.

(3) Computer Output Microforms shall meet the AIIM Standard MSI-1971, Quality Standards for Computer Output Microfilm.

(f)(1) Microforms and formats. The following formats are mandatory standards for microforms produced by or for Federal agencies:

(i) The formats described in ANSI Standard MS14-1978, Specifications for 16 and 35mm Microfilms in Roll Form, shall be used for microfilming source documents on 16mm roll film. A reduction ratio of 24:1 shall be used whenever document size permits.

(ii) The formats described in ANSI Standard MS14-1978, Specifications for 16 and 35mm Microfilms in Roll Film, shall be used for microfilming source documents on 35mm roll film. When microfilming on 35mm film for aperture card applications, format 2 prescribed in MIL-STD 399A, Military Standard Microform Formats, shall be mandatory.

(iii) Format 3 prescribed in MIL-STD 399A shall be used for aperture cards.

(iv) For microfilming source documents on microfiche, the formats prescribed in MIL-STD 399A and the standards and specifications referenced therein shall be used where appropriate for the size of documents being filmed.

(v) Mandatory Federal COM format standards are contained in Federal Information Processing Standards (FIPS) Publication Number 54.

(2) The outside dimensions for microfilm jackets shall be 148.00 +” 0.00 - 1.00mm × 105.00 +” 0.00 -0.75mm.

(g) Microfilm duplicating. The production of more than 250 duplicates from an original microform, i.e., one roll of microfilm 100 feet in length or one microfiche, requires the approval of the Joint Committee on Printing, as set forth in the Government Printing and Binding Regulations. Administrative records and accounting reports are exempted from this requirement.

SUBPART B--Standards for the Maintenance, Use, and Disposition of Microform Records

1230.20. Storage.

Nonpermanent microform records can be safely maintained under the same conditions as most paper records. The following standards as specified in ANSI PH1.43-1983 are required for storing permanent record microforms:

(a) Roll form. Microforms stored in roll form shall be wound on cores or reels made of noncorroding materials such as nonferrous metals or inert plastics. Other metals may be used provided that they are coated with a corrosion-resistant finish. Plastics and coated metals that may exude fumes during storage shall not be used for confining film on reels or cores. If paper bands are used, the paper shall meet the specifications of ANSI PH1.53-1984.

(b) Storage containers. Storage containers for microforms shall be made of inert materials such as metal or plastic. Containers made of paper products should be avoided unless the conditions prescribed in ANSI Standard PH1.53-1984 are met. The containers shall be closed to protect the microforms from environmental impurities and improper humidities.

(c) Storage rooms. Storage rooms or vaults for archival microforms shall be fire-resistant and must not be used for other purposes such as office space, working areas, or storage of other materials. The National Fire Protection Association (NFPA) publication NFPA 232, Protection of Records, provides further guidance. Protection from damage by water shall be accomplished by storing permanent record microforms above reasonably anticipated flood stages.

(d)(1) Environmental Conditions Required. The relative humidity of the storage room or vault shall range from 20 to 40 percent with an optimum of 30 percent. Rapid and wide-ranging humidity changes will be avoided and shall not exceed a 5 percent change in a 24-hour period.

(2) Temperature shall not exceed 70 ° F. Rapid and wide-ranging temperature changes shall be avoided and shall not exceed a 5 percent change in a 24-hour period. A storage temperature of 35 ° F, or below should be used for color film.

(3) Solid particles, which may abrade film or react with the image, shall be removed by mechanical filters from air supplied to housings or rooms used for archival storage. The mechanical filters are preferably of dry media type having an arrestance or cleaning efficiency of not less than 85 percent as determined by the stain test described in ASHRAE Standard 52-68 (11).

(4) Gaseous impurities such as peroxides, oxidizing agents, sulphur dioxide, hydrogen sulfide, and others which cause deterioration of microforms shall be removed from the air by suitable washers or absorbers. Archival microforms shall not be stored in the same room with nonsilver gelatin films. They also shall not be stored in another room using the same ventilation system because gases given off by the other films may damage or destroy the images on the silver archival films.

1230.22. Inspection.

(a) Master films of permanent record microforms and records microfilmed to dispose of the original record shall be inspected every 2 years during their scheduled life. The inspection shall be made using a 1 percent randomly selected sample in the following categories: 70 percent--microforms not previously tested, 20 percent--microforms tested in the last inspection, and 10 percent--control group. The control group shall represent samples of microforms from the oldest microforms filmed through the most current. The results of the inspection shall be reported to the Office of Records Administration, National Archives (NI), Washington, DC 20408, 30 days after the inspection is completed. Reports shall include (1) the quantity of microform records on hand; i.e., number of rolls and number of microfiche; (2) the quantity of microforms inspected; (3) the condition of the microforms; (4) any defects discovered; and (5) corrective action taken.

(b) The elements of the inspection shall consist of (1) an inspection for aging blemishes following the guidelines in the National Bureau of Standards Handbook 96, Inspection of Processed Photographic Record Films for Aging Blemishes; (2) a rereading of resolution targets; (3) a remeasurement of density; and (4) a certification of the environmental conditions under which the microforms are stored, as shown in Section 1230.10.

(c) An inspection log shall be maintained. Information to be contained in the log shall include (1) a complete description of all records tested (title; number or identifier for each unit of film; and inclusive dates, names, or other data identifying the records on the unit of film); (2) the record category; i.e., newly tested, previously tested, or control group; (3) the date of inspection; (4) the elements of inspection; (5) the defects uncovered; and (6) the corrective action taken. In addition, the log shall contain the results of all archival film tests required by Section 1230.14.

(d) An agency having in its custody a master microform that is deteriorating, as shown by the inspection, shall prepare a silver duplicate to replace the deteriorating master.

(e) Agencies are responsible for the inspection of agency microfilm records transferred to Federal records centers.

1230.24. Use of microform records.

(a) The master microform shall not be used for reference purposes. Duplicates shall be used for reference and for further duplication on a recurring basis or for large-scale duplication, as for distribution of records

on microform. Agency procedures shall ensure that master microforms remain clean and undamaged during the duplication process.

(b) Agencies retaining the original record in accordance with an approved records disposition schedule may apply agency standards for the use of microform records.

APPENDIX 1

APPENDIX 2

APPENDIX A

DECLARATION OF INTENT
AND PURPOSE

I, _____, the records officer or authorized representative
(Name)

of _____ do hereby declare that the record series
(Agency or political
subdivision and Office)

microfilmed herein, are actual records of the _____

created during its normal course of business. The destruction or other disposition of these microphotographed records is only to be accomplished in accordance with the Code of Laws of South Carolina, 1976, Title 30, Chapter 1, sections 30-1-10 through 30-1-140 (Public Records) and Code of Laws of South Carolina, 1976; 1981 Cumulative Supplement, Article 9, section 19-5-510 (Uniform Business Records as Evidence Act) and Article 11, section 19-5-610 (Uniform Photographic Copies of Business and Public Records as Evidence Act) and approved Records Series Retention/Disposition Schedule or the approved equivalent and after inspection of the microfilm to assure completeness of coverage, legibility of content and adherence to technical quality requirements.

DATE _____, 19____
Signature

PLACE _____
CITY STATE Title

SLR-1 (82)

APPENDIX B

[SEAL] South Carolina Department of Archives
and History
1430 Senate Street
Columbia, S.C.
P.O. Box 11, 669
Capitol Station 29211-1669
803--758-5816

CERTIFICATE OF AUTHENTICITY

This is to certify that the microphotographs of the records of: _____
South Carolina

consisting of _____

beginning with _____

and ending with _____

are complete and accurate reproductions of the records delivered to this
Department for microfilming.

Date Produced _____ Microfilm Camera Operator _____

Place _____ (City & State)

APPENDIX

C-1

APPENDIX

C-2

WIDETABLE

NOTE--Some parts of this form are wider than one screen. To view material that exceeds the width of this screen, use the right arrow key. To return to the original screen, use the left arrow key.

MICROCOPY QUALITY CERTIFICATION REPORT

S.C. DEPARTMENT OF ARCHIVES AND HISTORY

County/City:

(See instruction sheet)

Office:

Date:

-----	Technical Inspection						Visual
Inspection							
-----	-----						-----

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Microcopy	#Contents of	Resolution	Density	Residual	General		Content
Legibility							
I.D.	Microcopy	Test	Test	Thiosulfate	Technical	Inspection	

Submitted by: _____ Title: _____ Date: _____

Quality Inspected by Archives _____ Title: _____ Date: _____

APPENDIX D-1

MICROFILM QUALITY CERTIFICATION FOR RECORD DISPOSITION
PART I--RECORDS OFFICER

State Agency or Political Subdivision _____ Division, Section, Office _____

I certify that the microfilmed copied of the records series identified below meet the "Standards for the microfilming of Public Records" issued by the S.C. Department of Archives and History in accordance with the Code of Laws of South Carolina, 1976, Section 30-1-90 and Section 30-1-130.

I further certify that the microfilmed records have been visually inspected on a microfilm reader and are legible and correct.

An official security microfilm copy is being stored by this agency or political subdivision office as required by the approved Records Series Retention/Disposition Schedule or its approved equivalent.

Yes () No ()

Record Series Title _____ Retention/Disposition Schedule Number _____

Microcopy Identification Number _____ Inclusive Dates and/or Case Numbers _____

The destruction or disposition of the records microphotographed as indicated above is recommended pursuant to the approved Records Series Retention/Disposition Schedule or its approved equivalent.

Date	Signature and Title of State Agency or Political Subdivision Office Representative
------	--

PART II--MICROFILM QUALITY VERIFICATION

The following tests have been performed on the microfilm by *(this agency) (political subdivision office or local agency) (Archives Microfilm Services Division) (commercial microfilm service bureau) to meet the "Standards for the Microfilming of Public Records" issued in accordance with the Code of Laws of South Carolina, 1976, Section 30-1-90 and Section 30-1-130.

	Min. - Max.	Reduction
Resolution Pattern		
Density		Type test, if made:
Residual Thisulfate		(methylene blue)
		(silver densitometric)*

Date	Signature and Title of Agency or Political Subdivision Office Representative Authen- ticipating Test
------	--

*Cross out incorrect entries

APPENDIX

D-2

PART III--ARCHIVES MICROFILM DIVISION

Destruction of the original (paper) records listed in Part I *(is) (is not) recommended. If destruction is not recommended, state reason _____

A microfilm security copy is required by the approved Records Series retention/Disposition Schedule or its approved equivalent and is: (Check appropriate box)

- () Transferred to permanent custody of the Department of Archives and History
- () On deposit in the:
 - () State Records Center
 - () S.C. Archives
 - () Other location (Specify location) _____
- () A security microfilm copy is not required

Date	Microfilm Division Supervisor
------	-------------------------------

PART IV--ARCHIVES APPROVAL

The microfilmed records listed in Part I meet the applicable requirements of the "Standards for the Microfilming of Public Records" issued in accordance with the Code of Laws of South Carolina, 1976, Section 30-1-90 and Section 30-1-130 and the destruction of the original records is approved.

Date	Archives Director
------	-------------------

PART V--DISPOSITION OF RECORDS

The original (paper) records listed in Part I have been destroyed

No Cubic Feet Destroyed	Date of Destruction	Signature and Title of
-------------------------	---------------------	------------------------

