



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: MICROFILMING	Policy Number A-8	Page Number: 1 of 3
	Date Adopted: 12/22/1987	Revised Date:

BACKGROUND:

The County Recorder operates a Microfilming and Records Retention Program for county offices. The program was implemented because of the limited storage space available for County offices, and the need to minimize the costly acquisition of additional office and storage space. The Microfilming and Records Retention Program was designed to provide departments with a record retrieval system that would be fast, economical, and relatively simple to operate. In order to clarify the intent of the program and the responsibilities of the County Recorder and departments which use this program, the following policy has been established.

POLICY:

The purpose of the Microfilming and Records Retention Program operated by the County Recorder is to provide county offices with complete microfilming services – to film non-active records, i.e. dormant or dead, which are to be retained for legal or historical purposes. Records which need not be retained for legal, historical, or operational reasons will not be microfilmed.

Operational guidelines shall be as follows:

- (a) The client department, or county office requesting microfilming services, shall be responsible for determining what is to be filmed. After filming has been accomplished, the client department shall be responsible for destroying or storing the documents (source materials) which have been filmed.
- (b) The County Recorder shall be responsible for the microfilming process, i.e. how documents are filmed and indexed.

PROCEDURE:



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1. County departments or offices which desire microfilming or records retention services from the County Recorder are to contact the County Recorders office for instructions.
2. The requesting Department Head shall designate who from the requesting office will serve as the primary contact person or liaison with the Recorder's Microfilming Unit for filming purposes.
3. The requesting department will prepare an inventory of records which will include the name of the record, the estimated number of documents, and the retention schedule required by law, or otherwise desired.

If a department inventories all records or files, it is suggested that records listed on the inventory be identified as "active", "dormant", or "dead". A general rule is to consider files dormant the first year after action involving the file has been completed. A file may be considered "dead" after one year of no activity.

Upon completion of a records inventory, the department can determine what records should be filmed, and which may be destroyed without filming. If a dead file has no utility, and retention is not required by law or for historical purposes, the dead file may be destroyed.

4. The contact person for the requesting department and a representative of the Recorder's Microfilming Unit will review the above information and make a physical inspection of the records to determine location and suitability for filming. Factors determining suitability include age, color, consistency of paper, etc.



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5. The Microfilming Unit will develop an appropriate retrieval system for the records which are to be filmed. (The kind of retrieval system used will determine such things as type of film, storage, equipment required, etc.) The retrieval system recommended by the Microfilming Unit must be approved and signed off as acceptable by the requesting Department Head.
6. Where the records will be filmed, how many hours per day filming will take place, the tentative completion date for filming, and rescheduling for future filming shall be mutually agreeable to the requesting department and the Microfilming Unit.
7. While the records are being filmed, any completed and developed film will be returned to the department verifying the film as requested.
8. After the requesting department has accepted the film and the retrieval system, the department may destroy the source documents.
9. The requesting department will be billed by the County Recorder for the cost of the film only.

Primary Departments: County Recorder

References: None