APPENDIX IV (a)

UTILIZING THE MICROFILM QUALITY INSPECTION REPORT FORM

County:
Fill in the name of the County.

Office/Department:
Office should correspond to the highest organizational units within a county. This would normally correspond to the traditional row offices – Prothonotary, Recorder of Deeds, Treasurer, etc.

Record Series:
Title of records being filmed – Deed Books, Minutes of the Board of County Commissioners, Civil Case Files, etc. If more than one series per roll, list all titles (e.g., Civil Case Files / Charters / Miscellaneous Dockets).

Inspected:
If inspected by county personnel, check the "Inhouse" box. If performed by outside vendor, check "Service Bureau" box and fill in vendor's name and address.

Roll Number:
Your roll number.

Reduction Ratio:
Linear ratio of the size of the original document to the size of the microfilm image – expressed as 1:24 or 24x, etc.

Resolution:
The ability of a camera or film to record fine detail. Utilizing a microscope with a resolving power 60x to 120x, record the number of the pattern resolved (it is not necessary to determine lines per millimeter) using an acceptable resolution test chart as per ANSI/AIIM MS23-1991.

Density:
The light-absorbing or light-reflecting characteristics of a photographic image. Density readings should be taken on a blank white sheet of paper at the beginning of the roll, and, at a minimum, on the background of document images at the beginning, middle, and end of each roll.

Base + Fog Density:
The density of unexposed film which has been processed. A Base + Fog Density reading should be taken on every roll of film. The reading should be taken in the clear area between two frames of a processed roll of film or in the clear area of the leader.

Date Filmed:
Use the date on the Declaration by the Camera Operator.

Scratches, Blurred Pages - Other:
A general technical inspection should assure that the film is free of these elements. These and other problems are listed in ANSI/AIIM MS23-1991.

Comments:
This section should be used to identify other problems with the film, and part of the section could even be used to further identify the contents of the roll if needed.

Legibility:
Mark either "S" for satisfactory or "U" for unsatisfactory. Microimages should contain all of the recorded information shown on the originals and must be able to serve the purposes for which the original records were created or maintained. Microfilm images should be free of obstructions, shadows or glare which could further impair the legibility of the document. Obviously, unsatisfactory rolls are unacceptable and must be refilmed.

Targets:
Mark "S" for satisfactory or "U" for unsatisfactory. Roll must contain all the recommended information, technical, and certification targets to be rated satisfactory. See Appendix III of the County Records Manual for sample targets.

Inspector's Initials:
Person responsible for quality check of the film (County or Vendor) should initial here. If part of inspection is performed in-house and part by vendor, both employees should initial here.

Methylene Blue Testing:
The most commonly used method to test whether processed silver microfilm has been properly washed is to make a chemical test for residual thiosulfate ion called the Methylene Blue Test. If a methylene blue test has been done for this series, attach copy of test certification. Methylene blue testing should be done on a regular basis by processing vendor or municipal microfilm department.

For additional information contact:

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Division of Archival and Records Management Services
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350 North Street
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