



ARA-8.08 - Microfilm

Administrative Rules Adopted by City Council (ARC)

Policy category: [Archives & Records Management](#)

Policy number: ARA-8.08

MICROFILM

Administrative Rule Adopted by City Council

ARC-ARA-8.08

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Keywords

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Purpose

The State of Oregon requires that permanent records be stored in eye-readable form, which is defined as hard copy or microfilm. In order to comply with the Oregon Administrative Rules and to responsibly manage City records, Archives and Records Management (A/RM) adopts the OAR 166.025, "Microfilm Standards Rules," and sets the policy on converting records to microfilm.

Microfilm remains a tested, approved and straightforward means of preserving records, while reducing the resources required for maintaining hardcopy records. Not all records lend themselves to microfilming, but this is an excellent approach for many City records requiring long term and permanent retention.

Authority

City Code Chapter 3.76.040 K

Establish standards for City agencies with regard to the appropriate use of record media, accounting for cost, access and preservation;

Policies

Bureaus

1. Bureaus planning on converting records from one medium to another must follow **PPD ADM-8.13 Micrographic and Digital Imaging Conversion**
2. Bureaus will consult with A/RM to determine the best method for storing records; factors to evaluate:
 - a. How long the records need to be maintained;

- b. In what format the records are created;
 - c. How often the records need to be accessed and if the access requirements remain constant over time or change as the records age;
 - d. The quantity and costs associated with maintaining the records in their original format.
3. If microfilming is determined to be the best choice for preservation and access, bureaus will work with Printing and Distribution for all microfilming. Printing and Distribution will ensure that the microfilming process and product meets OAR 166.025 requirements.
4. All long term and permanent microfilmed records will have one archival quality microfilm reel created on long-term film that meets all of the OAR 166 requirements and transferred to A/RM.
5. A reference copy will be made of all microfilmed records when the microfilm is designated as the access format. A reference copy is not required *if*: a) the microfilm serves only as a security back-up and to comply with retention requirements, *and* b) the primary access will remain with the electronic copy.
6. Bureaus will promptly transfer their permanent microfilm to A/RM for secure storage.
7. Bureaus will review their current microfilming practices with A/RM in order to ensure their adherence to OARs and to revise in-house policies.

Archives and Records Management

- 1. A/RM will work with Printing and Distribution to ensure bureau compliance with "Micrographic and Digital Imaging Conversion" policy and with the Oregon Administrative Rules pertinent to microfilming and data conversion.
- 2. A/RM will consult with bureaus on the best method and media for their records, based on retention requirements, levels of access, costs and ease of use.
- 3. A/RM will either store or transfer to the State Archives microfilm that contains permanent records; A/RM will store security microfilm for non-permanent records.

HISTORY

Ordinance No. 182637, passed by City Council April 1, 2009 and effective May 1, 2009.

Administratively renamed ARA-8.08 on December 6, 2022

