



## ARA-8.08 - Microfilm

Administrative Rules Adopted by City Council (ARC)

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

Policy number: ARA-8.08

Search Code, Charter,  
Policy

Keywords

Search

 [ARA 8.08 Microfilm \(full text of policy\)](#) 310.67 KB

### A. 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 & Records Management (Archives & Records) adopts the OAR 166.025, "Microfilm Standards Rules," and sets the policy on converting records to microfilm.

### B. Policies

#### Agencies

1. Agencies planning on converting records from one medium to another must follow **ARA-8.13 Micrographic and Digital Imaging Conversion**.
2. Bureaus will consult with Archives & Records 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, agencies will work with Printing and Distribution, a division of the Bureau of Technology Services, 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 Archives & Records.
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. Agencies must promptly transfer their permanent microfilm to PARC for secure storage.
  7. Agencies must review their current microfilming practices with Archives & Records in order to ensure their adherence to OARs and to revise in-house policies.

## Archives & Records Management

1. Archives & Records will work with Printing and Distribution to ensure agency compliance with ARA-8.13 Micrographic and Digital Imaging Conversion and with the Oregon Administrative Rules pertinent to microfilming and data conversion.
2. Archives & Records will consult with agencies on the best method and media for their records, based on retention requirements, levels of access, costs, and ease of use.
3. Archives & Records will either store or transfer to the State Archives microfilm that contains permanent records; Archives & Records will store security microfilm for non-permanent records.

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## Auditor's Office Administrative Rule Information

Questions about this administrative rule may be directed to the [Archives & Records Management Division](#).

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## 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.

Adopted by the City Auditor on December 20, 2024, as interim rules, for a period of no greater than 180 days.

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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 Archives & Records.

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.
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