



POLICIES AND PROCEDURES

SUBJECT Microfilming	DEPARTMENT Purchasing/Central Services		DEPARTMENT IDENTIFICATION 1500	
	SECTION 1504	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE 1/1/98

1.0 PURPOSE:

To establish the procedures for microfilming within the City organization.

2.0 ORGANIZATIONS AFFECTED:

All departments.

3.0 POLICY:

It is the policy of the City to utilize microfilming for maintaining records whenever possible. Microfilming is a preferred system for storing important records and is more cost-effective than other methods.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Printer shall be responsible for coordinating and directing all microfilming activities within the City organization.

5.2 PROCEDURES

5.2.1 The Printer shall determine what shall be microfilmed and develop the schedule for microfilming within the city organization.

5.2.2 Duplicate microfilm files shall be maintained by the using departments. Original microfilm shall be stored off site in secure storage coordinated by Purchasing/Center Services.

5.2.3 The scheduling of equipment shall be the responsibility of the Printer.

- 5.2.4 Original departmental records shall be destroyed following microfilming. Destruction of records shall be done according to accepted methods, such as shredding, burning or sale as waste paper.
- 5.2.5 Any statutory or other legal requirements for retention of original documents or records shall be the responsibility of Departments utilizing microfilming services.

REPEALED