

# LOCAL GOVERNMENT RECORDS HANDBOOK

THE OHIO HISTORICAL SOCIETY  
State Archives of Ohio  
Local Government Records Program  
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## Foreword

The Ohio Historical Society has been serving as the archives administration for the State of Ohio and its political subdivisions since 1959, with the goal of preserving the historically valuable records created by the governing units of the state. As a complement to this archival responsibility, the Local Government Records Program in the State Archives provides advice and assistance on records management to local governments upon request. This handbook is intended to serve as a summary guide to procedures and requirements regarding the retention and disposition of local government records in Ohio.

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Director, Ohio Historical Society

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## PLEASE NOTE:

At the end of this handbook, are copies of the Local Government Records Program forms: Application for One-Time Disposal of Obsolete Records (RC-1), Schedule of Records Retention and Disposition (RC-2), Certificate of Records Disposal (RC-3), and their continuation sheets. Also included is a records inventory form and two flow charts: (1) Approval Process for Schedules (RC-2) and One-Times (RC-1) and (2) Records Disposal Process; Determining Records Disposal. Please use these as your master copies and reproduce them as needed. Don't forget to copy the instructions.

If you have any questions, please call Pari Swift, Local Government Records Archivist, at 614/297-2553.

## COMPLIANCE TO SECTION 149.31 OHIO REVISED CODE

Once a record is not selected for inclusion into the State Archives then other dispositions may take place. Section 149.31, Ohio Revised Code mandates that the Ohio Historical Society (OHS) function as the Archives Administration for the State of Ohio and its political subdivisions. The transfer or disposal of public records, to other public or quasi-public entities requires a written agreement between the Ohio Historical Society and the entity receiving the records. Both parties must sign a Local Government Records Deposit Agreement before a proper transfer can take place. This agreement protects the records while maintaining the rights of the originating public office and the public. Improper disposal or transfer could result in a civil action under Section 149.351 ORC. or other serious charges. Remember, before any disposition can occur, a valid Certificate of Records Disposal (RC-3) must be filed with the Ohio Historical Society, State Archives of Ohio, Local Government Records Program (LGRP), as part of the selection process stated in Chapter 149, Ohio Revised Code.

In order to provide for the preservation of historically valuable local government records, the Ohio Historical Society, serving as the archives administration for the state of Ohio, organized the Ohio Network of American History Research Centers in 1970. Composed of five state universities and Ohio's two largest historical societies, the network members preserve and make publicly available all forms of documentation relating to Ohio's past.

Working through the eight network centers, the State Archives Local Government Records Program (LGRP) helps local government agencies establish and conduct comprehensive records management and archives programs. Establishing a records program ensures that time and money are not wasted maintaining unnecessary records, while at the same time preserving the rights and heritage of Ohioans. Many records that currently overflow the basements and attics of government buildings are of historical value. However, these records are often hidden among accumulations of valueless records that serve not only to make them inaccessible, but also greatly increase the risk of fire. The Local Government Records Program assists local governments by helping them to destroy worthless records, thus enhancing administrative efficiency by allowing the reuse of storage space and filing equipment, while preserving those records that have historical value.

### **Scheduling and Disposing of Records**

These steps provide a simple and efficient method for managing government records:

1. Organize your Records Commission.

Local records commissions are mandated and governed by Ohio Revised Code sections: 149.38 (county), 149.39 (municipal corporation), 149.41 (school district), and 149.42 (township). These sections require that county and municipal records commissions meet at least once every six months and that township and school district records commissions meet at least once every year. The members of each records commission are statutorily established so check Chapter 149 ORC and your legal counsel. All records commission meetings are open public meetings subject to the provisions of Section 121.22 ORC, Ohio's Public Meetings law. Detailed commission minutes should be kept. Failure to comply to Section 121.22 ORC could lead to revocation of approvals and void the Records Commission actions.

2. Designate a Records Officer in Each Department.

Each department should designate one person to be its records officer. The records officer would be responsible for all aspects of records retention and disposition within that department and serve as liaison with the records commission. A records officer has to have common sense, a willingness to learn and the ability to make a decision. It is an honorable position not an honorary one. Designate a person who actually will do the job and is familiar with all the duties and responsibilities of the department and the records it creates and maintains.

3. Conduct a Complete Records Inventory.

An inventory of the entire records holding of all offices and agencies is the ideal first step in creating a sound records program. Inventory all the department's records if possible. The definition of "record" can be found in Ohio Revised Code section 149.011(G). The purpose of the inventory is to identify and describe the records series maintained by each office. A *record series* is defined as a sequence of records systematically classified and filed or as a group of records created for a specific activity or function. Some examples of records series are vouchers, receipts, minutes, correspondence files, or payroll files. For each record series, the inventory should include its office of origin, location, information content, inclusive dates, quantity (in cubic feet), frequency of use, and purpose. The inventory process can be frustrating so use common sense by scheduling, on a RC-2, your bulky records series first.

Begin the records inventory in office areas, where the records are familiar to staff members. After the inventory of office records,

those records in storage areas should be easier to identify. Use one inventory form for each record series in each location. Note location not only by room, but also by storage unit (file cabinet, shelf, or box). A simple sketch of each room, giving the location of records storage units, eases this task. The completed inventory provides a ready guide to the locations of those records that need to be destroyed and those that should be retained.

4. Determine a Retention Period for Records Created by Each Department.

A retention period, the length of time a record series is kept, is determined by assessing four values for each record series: administrative, legal, fiscal, and historical.

a. A record has *administrative value* if it is used by the office or agency to carry out its duties. Administrative value is based on how often and for how long the record is used by office personnel and whether a program would be jeopardized upon disposal of the record. Retain records as long as they have administrative value.

b. A record has *legal value* if it documents or protects the rights or obligations of citizens or of the agency that created it. Retain records having legal value until all the legal rights or obligations expire. Your legal counsel should help on this value.

c. A record has *fiscal value* if it pertains to the receipt, transfer, payment, adjustment or encumbrance of funds, or if it is required for an audit. Retain records as long as they have fiscal value.

d. A record has *historical value* if it documents an agency's organization, policies, decisions, procedures, operations, or other activities; or if it contains significant information about people, places, or events. Retain historical records permanently.

Retention periods are determined and expressed in one of three ways:

- In terms of time (e.g., "retain three years" or "retain permanently").
- In terms of an event or action (e.g., "retain until audit report is released by the Auditor of State" or "retain until case closed").
- In terms of both (e.g., "retain six months after State Auditor's audit report is released" or "retain three years after case closed").

A retention period may be subdivided: "Retain in office five years, then retain in storage area for five more years, then destroy."

Nearly, every office or agency has records with "permanent" retention periods. This means the information contained in the records is to be retained forever. Local governments have four options for retaining permanent records:

- Original records may be retained in office or storage areas.
- The records may be microfilmed, Section 9.01 ORC, on archival quality microfilm and maintained only on microfilm.
- Records may be stored in an archives or records center established by the local government.
- Records may be transferred to a designated local government records depository in the Ohio Network of American History Research Centers.

Records transferred to a network center are arranged, cataloged, and made available to the public for inspection under the terms of section 149.43 Ohio Revised Code.

Records Retention Publications

For suggested records retention periods consult the following: *The Ohio County Records Manual* (Rev. ed., 1998); *the Ohio Municipal Records Manual* (Rev. ed., 1998); *the Ohio Township Records Manual*, issued by OHS State Archives LGRP or contact the Ohio Auditor of State's Records Officer, Columbus for records publications issued by that office.

5. Prepare Retention and Disposal Lists.

Local government records may be destroyed or transferred only in accordance with sections 149.31, 149.351, 149.38 (counties), 149.39 (municipal corporations), 149.41 (school districts), and 149.42 (townships) of the Ohio Revised Code. Such action involves the preparation of either a *schedule of records retention and disposition (RC-2)* or an *application for one-time records disposal (RC-1)*. Master copies of these forms can be found at the end of this publication.

A *schedule of records retention and disposition (RC-2)* specifies the period of time each record series will be retained by the agency, and provides continuing authority for disposition of the record at the expiration of the stated retention period. Use this form for most of your record series that are continuously being created and accumulated such as checks, vouchers, correspondence etc. Once the retention periods listed on the schedule have been approved by all authorities (see steps 6 and 7 below), records beyond the approved retention periods may be disposed of without having a records commission meeting. For **each** disposal, a certificate of records disposal (RC-3) must be filed with OHS State Archives 15 business days before the disposal date. (See step 9 below.) This will permit OHS State Archives to fulfill its Section 149.31 ORC mandate to select records that have historical value to the State of Ohio and its citizens.

If an office or agency later wishes to *amend a schedule* (for example, by adding or deleting a record series), just follow the procedures listed in steps 6 or 7 below.

An *application for a one-time records disposal (RC-1)* is used to request permission to destroy or transfer particular records covering only specified dates. The office mainly uses it to dispose of obsolete records that are no longer created or maintained. Unlike the continuing authority provided by a RC-2 records schedule, a RC-1 one-time disposal application is very limited. (See steps 6 and 7 below.)

6. Submit Schedules or Applications to Records Commission.

Following approval by the department or agency heads, schedules of record retention and disposition or applications of one-time records disposal are submitted to the **Local Records Commission** (county, municipal, township, or school district) for approval or amendment in an open meeting as required by Section 121.22 ORC. Provide the commission with an original and one copy for their file and retain a copy in the originating office until an approved copy is returned.

7. Obtain Approval from Auditor of State and Ohio Historical Society Prior to Records Disposal.

Sections 149.38, 149.39, 149.41, and 149.42 of the Ohio Revised Code prohibit any local government office from disposing of any public records without notice being sent to the Ohio Auditor of State and the Ohio Historical Society. Each of these agencies is allowed 60 days to review records before disposal. As a practical matter, the 15 business days requested for the RC-3 submittal is considered part of the 60-day review and selection period. The three forms are used to create an orderly business process that documents compliance and provides assurance that the spirit and letter of Chapter 149 ORC has been met.

The Ohio Historical Society and the Ohio Auditor of State have each designated staff members to review these forms. Send **all** forms to the State Archives, Local Government Records Program (LGRP) at the Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211 -2497. Local Governments in Region 8 should send their forms to OHS Youngstown. After review, OHS State Archives will send them to the Ohio Auditor of State's records officer. After the OHS State Archives LGRP receives the original RC-1 or RC-2 back, it will send copies to the local records commissions. The local records commission will send copies to the originating office.

8. Dispose of Records in Accordance with Approved Schedules or Applications.

Records can be destroyed or transferred once all appropriate authorities have reviewed and approved the various retention and disposal documents and they reach the end of their assigned retention period. Before destroying any records, a Certificate of Records Disposal (RC-3) Form must be filed.

9. Prepare a Certificate of Records Disposal.

Once records are ready to be destroyed or transferred, a *certificate of records disposal (RC-3)* must be prepared and copies forwarded to the local records commission and the Ohio Historical Society State Archives Local Government Records Program, Columbus. **This should be done fifteen business days before the disposal takes place.** The Ohio Historical Society State Archives LGRP will forward the RC-3 to the Auditor of State's records officer in Columbus. The certificate of records disposal serves as the official record of the actual disposal or transfer. Compliance to Section 149.31 ORC is required so that improper disposal does not occur. Transferring records without a signed agreement between the Ohio Historical Society and the receiving entity is prohibited.

10. Records Commission Should Maintain a Central File.

The records commission should maintain a central file containing copies of all schedules, applications, and certificates of records disposal approved or received by the commission. These records, along with the minutes of the commission's meetings, are permanent records and should be scheduled. The records officer in each department should maintain copies of these for reference and compliance purposes.

## Records Storage

Many records, because of their relatively short retention periods, will be disposed of directly from the office. Others will be retained in storage areas long after being removed from the office. Records that are to be stored for extended periods of time prior to disposal require special storage conditions so that they will not rapidly deteriorate or suffer damage from fire, flood, or theft. Even greater care must be given to historical records that will be retained permanently.

If large quantities of records are to be stored, dedicate a specific area to serve as a records center. With proper care, such a storage area will protect records from deterioration caused by excessive heat and humidity or by vermin infestation. With proper safety precautions, stored records will be relatively safe from fire, flood, or theft.

An ideal records center will have temperature and humidity controls that maintain 40 percent - 50 percent relative humidity and a temperature range of 60°-70° Fahrenheit. The controls will be set to prevent excessive and short-term fluctuations in temperature and humidity. This storage area will be equipped with metal shelving, standard-sized storage boxes, fire alarms and extinguisher, and an intrusion alarm system. If microfilm is to be stored, the area will also have appropriate metal cabinets.

Unfortunately, most political subdivisions are unable to provide this ideal environment. In such cases, make every effort to store records in standard-sized boxes at least six inches above the floor in a cool, dry, and fire-resistant room that can be kept locked against unauthorized entry. Inexpensive exhaust fans and portable dehumidifiers will help to maintain an environment suitable for records storage. Vital records--those essential to the continued operation of an agency in case of emergency--require the safest and most secure storage area possible, preferably in a building separate from the office operation. Similarly, security copies of microfilm must be kept in a separate location (see section 9.01 Ohio Revised Code).

State law (section 149.43 Ohio Revised Code) requires that all public records be made available for inspection to the public during regular business hours. Well-planned and orderly records storage will ease compliance with this statutory requirement.

## Micrographics

There are five steps to a sound micrographics program.

1. Evaluate needs and determine which records to film. Records might be filmed to:
  - . Preserve information contained in records that are in poor physical condition.
  - . Provide security copies of vital or historical records.
  - . Reduce storage space needs.

Microfilming is not an inexpensive solution to records management or preservation problems and should be undertaken only with the care and analysis given to any major purchase. An important point to remember is that microfilm is usually not a cost-effective means of storing records unless the retention period exceeds 15-25 years. To determine the appropriateness of microfilming records, calculate the actual total cost of filming the records, and compare it with the cost of storage. True savings will be realized only when the cost of storing records exceeds the cost of filming them.

2. Prepare records for filming.
  - . Arrange documents in proper order.
  - . Number pages.
  - . Prepare eye-legible identification targets to be filmed at the beginning of each roll.
  - . Prepare a certificate of authenticity to be filmed at the beginning of each roll.

This type of preparation will enable the microfilm staff to check for errors of omission in the filming process, and it will ensure that information can be readily retrieved from the completed microform.

3. Select proper film supplies and equipment.
  - . Silver halide film for the camera negative.
  - . Camera and film size (16mm, 35mm, etc.) suited for the job to be done.
  - . Microfilm heat splicer for all splices (never use pressure-sensitive tapes for splicing).
4. Film the records and develop the film according to accepted standards for "archival" quality microfilm (see Appendix 2 for detail).
  - . Use an acceptable reduction ratio (21x or less).
  - . Use safeguards to prevent documents from moving and blurring the image.
  - . Develop film according to "archival" standards:
    - Require the "methylene blue" test.
    - Wash film so remaining fixer (sodium thiosulfate) does not exceed one microgram per square centimeter.
  - . Examine the negative for errors such as missing or blurred pages.
  - . Test density and resolution.
  - . Prepare duplicate, or use copies, only after completing all of the above quality control steps.

5. Provide proper storage and handling of completed microfilms (see Appendix 2 for details).

- . Store negative in a microfilm vault in a building other than the one in which original records or duplicate copies of the film are kept.
- . Handle the camera negative only while wearing white cotton gloves.
- . Inspect the film periodically (every two or three years) for signs of deterioration.
- . Use the negative only to make additional copies of the film.

When microfilming records, especially those in poor condition or scheduled for destruction after filming, it is imperative that the American National Standards Institute standards for creating and storing micrographics be followed as intended by Section 9.01 Ohio Revised Code. Otherwise, many valuable legal and historical records will be lost. Micrographics created without regard standards creates a false sense of security and accomplishment that in the future turns to embarrassment and dust.

### **Machine-Readable Records**

Machine-readable records, like microforms, require special planning for both the creation of backup copies and for storage. Design machine-readable systems with provisions for duplication to prevent serious administrative disruptions due to computer equipment breakdown or failure. Store backup copies of computerized records off-site. Use copies of technical documentation (how a program runs) and informational documentation (the information that a data file contains) for security should the originals be lost. Computer tapes require special temperature and humidity conditions similar to microforms, and require maintenance similar to that for audio - tape cassettes (see Appendix 3 for a checklist).

If the computer printout is the sole record for long-term retention, it should be printed on good quality acid-free paper, or be microfilmed for permanent preservation. Machine-readable records are to be scheduled in the same manner as paper or microfilmed records, and are subject to the same statutory provisions for retention and disposal.

### **Disaster Preparedness and Recovery**

Every year there are instances of damage to important government records by both natural and man-made disasters. There are basic precautions to take that will lessen the damage to records in the event of a disaster.

- . Keep records storage areas clean and orderly.  
DO NOT STORE RECORDS IN A LEAKY BASEMENT OR ATTIC.
- . Store records at least six inches above the floor.
- . Build firewalls around storage areas.
- . Use non-combustible materials in vault construction
- . Install smoke and water detectors that are connected to a central alarm system.
- . Inspect wiring regularly.
- . Keep fire extinguisher in records storage area.
- . Prohibit smoking in storage areas.
- . Store vital records in a separate building.

A critical part of any records management program is a written *disaster recovery plan*. Appoint key staff members to draw up a plan for recovery from a disaster. Provide them with a list of all vital records and their locations. Study techniques for the recovery of water or fire-damaged records. Investigate resources in the community and prepare a list of supplies and suppliers of items needed in a recovery effort such as fans, dehumidifiers, blotting paper, and plastic boxes. Locate and be familiar with the use of fire extinguishers and water shut-off valves. Store copies of the disaster recovery plan off-site and provide copies to key staff members to keep at their homes. *Should a disaster happen to your office, contact the OHS Local Government Records Program Staff, Columbus, as soon as possible for assistance.*

#### RECORDS OF THE COURTS OF OHIO (Sup. R 26 to 26.05)

The Supreme Court of Ohio adopted the Rules of Superintendence for the Courts of Ohio (Rules 26 to 26.05 and Rule 98) effective October 1, 1997. These rules concern court records management and retention. Implementation of these rules is considered a judicial government function. Sup. R 26 (E) provides that the Ohio Historical Society State Archives (Local Government Records Program) be notified in writing at least sixty (60) days prior to the destruction or other disposition of Court records. This rule applies to court records having a retention period greater than ten years, as established by the rules, or created prior to 1960. All Court officials should obtain a copy of these rules from the Ohio Supreme Court. Court officials should consult their legal counsel concerning the implementation of these rules. The rules do not apply to Mayor's Courts.

#### PUBLIC RECORDS AND OPEN MEETINGS - QUESTIONS/ANSWERS - LEGAL HISTORY

Contact the Ohio Attorney General, Public Affairs Section, 30 East Broad Street, 17th Floor, Columbus, Ohio 43215-3428 (614/466-3840) for the latest edition of "An Ohio Sunshine Laws Update." Updates are also available from the Attorney General's web site: [www.ag.state.ohio.us](http://www.ag.state.ohio.us).

#### Helpful World Wide Web sites:

Center for Archives Collections, Bowling Green St. University [www.bgsu.edu/colleges/library/cac/cac.html](http://www.bgsu.edu/colleges/library/cac/cac.html)

Federal Emergency Management Agency [www.fema.gov](http://www.fema.gov)

Library of Congress Home Page [www.locweb.loc.gov/](http://www.locweb.loc.gov/)

National Archives and Records Administration [www.nara.gov/](http://www.nara.gov/)

National Association of Government Archives and Records Administrators [www.nagara.org/](http://www.nagara.org/)

Ohio Bicentennial Commission [www.ohio200.com](http://www.ohio200.com)

Ohio Historical Society Home Page [www.ohiohistory.org](http://www.ohiohistory.org)

Ohio University Archives [www.library.ohiou.edu/libinfo/depts/archives/mssindex.htm](http://www.library.ohiou.edu/libinfo/depts/archives/mssindex.htm)

State of Ohio Home Page [www.state.oh.us/](http://www.state.oh.us/)

State of Ohio Local Government Officials Search [www.ohio.gov/scripts/slq/query.asp](http://www.ohio.gov/scripts/slq/query.asp)

## OHIO NETWORK OF AMERICAN HISTORY RESEARCH CENTERS

1. Archival Services  
Polsky Building  
University of Akron  
225 S. Main  
Akron, OH 44325-1702  
330/972-7670
2. Center for Archival Collections  
Jerome Library  
Bowling Green State University  
Bowling Green, OH 43403-0175  
419/372-2411
3. Archives and Rare Books Department  
Blegen Library - 8th Floor  
University of Cincinnati  
Cincinnati, OH 45221-0113  
513/556-1959
4. Archives/Library Division  
Ohio Historical Society  
1982 Velma Ave.  
Columbus, OH 43211-2497  
614/297-2553 or 614/297-2582
5. Archives and Special Collections  
Alden Library  
Ohio University  
Athens, OH 45701-2978  
740/593-2710
6. Western Reserve Historical Society  
10825 East Blvd.  
Cleveland, OH 44106-1788  
216/721-5722
7. Archives and Special Collections  
Paul Laurence Dunbar Library  
Wright State University  
Dayton, OH 45435-0001  
937/775-2092

8. Youngstown Historical Center of Industry and Labor  
151 W. Wood St.  
PO Box 533  
Youngstown, OH 44501-0533  
330/743-5934

## Appendix 1

### Brief Guidelines For Microfilm

#### Storage Conditions

- Original Camera Negative: Store original off-site in a secured limited access location that has protection against fire, water, chemical damage, and other disasters. Store this master negative at 40 percent - 50 percent relative humidity and 60°-70°F, both humidity and temperature to remain stable. Do not mix silver halide, vesicular and diazo microfilm in the same cabinet.
- Roll Film: Store on reels of non-corrosive metal or inert plastic.
- Other microforms: Store in inert metal, plastic film cans, or acid-free paper cartons/boxes.
- Office use copy of microforms: Use diazo or vesicular microfilm for office use and reference. Store at normal office temperatures in files or drawers that can be closed when not in use. Do not keep diazo and vesicular microfilm in the same cabinet.

#### Production Standards

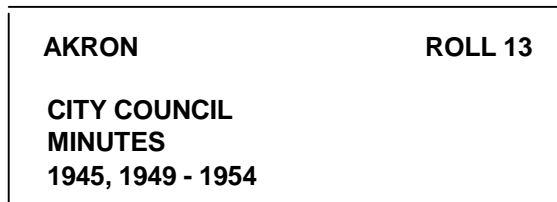
- Camera Negative and Processing: Should meet the American National Standards Institute (ANSI) standards for archival permanent microfilm. Microfilm processor should send certification letter with each roll attesting to the following:
  - Camera Negative Resolution: Sharpness 100 lines/mm or better.
  - Camera Negative Density: Background density between .70 and 1.5 depending on the document being filmed.
  - Camera Negative Chemical Stability: Residual fixer (sodium thiosulfate) must not exceed 1.4 microgram per centimeter squared.
  - Reduction Ratio: This can vary therefore conform to ANSI/AIIM MS14-1988, Section 6.7 Standard.
  - Splices: Never use pressure sensitive tape on the camera negative.
  - Use microfilm targets on all work.

#### Microfilm Targets

	Target	Explanation
1.	BEGIN ROLL #__	Must be eye-legible; begin each record series anew with roll #1.
2.	TITLE BOARD	Must be eye-legible; for example: Akron City Council Minutes - 1919
3.	UNIT CONTINUED FROM PREVIOUS ROLL (if applicable)	Must be eye-legible.
4.	PUBLIC OFFICIAL'S CERTIFICATION	Certifies microfilm is an official record of a public office and complies with Section 9.01 ORC.
5.	NOTES TO RESEARCHERS	Typed on white paper providing user with information such as where original material is located, who filmed records, and where copies are available.

- |     |  |   |
|-----|--|---|
| 6.  | TECHNICAL TARGETS  | Include the five (5) standard resolution charts for planetary or one (1) resolution chart for rotary plus target stating the reduction ratio. |
| 7.  | CERTIFICATION BY MICROFILM<br>CAMERA OPERATOR OR VENDOR                            | Certifies the date microfilm created and type of work performed by camera operator and vendor.  |
| 8.  | SPECIAL NOTATIONS<br>MATERIAL MISSING<br>PAGES MISNUMBERED<br>RETAKE INSERTED HERE | Other eye-legible targets may be made up on white paper as needed.  |
| 9.  | UNIT CONTINUES ON NEXT ROLL  | Must be eye-legible. (if applicable)  |
| 10. | END OF ROLL REWIND   | Must be eye-legible.  |

Suggested Microfilm Box Label



It is important to include all necessary identifying information on the microfilm box label so there will be no doubt about the contents of each box. The labels are intended to indicate the actual contents of the roll not just the starting and ending dates of the records. In the above example, it clearly shows the 1946 - 1948 Minutes are not on this roll of microfilm.

An eye-legible target is one that can be read without using a microfilm reader. A restaurant menu board could be used create these targets. Eye-legible targets can also be created using the variety and sizes of fonts now available in word processing programs.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARDS

For copies of ANSI/AIIM Standards which cover microfilm, microfiche, and computer output microfilm (COM), contact The Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5603. Printed copies of the ANSI standards and technical reports are not cheap. Professional creating or processing microfilm should know and comply with ANSI standards. This is especially important if the micrographic images are created to replace original records pursuant to Section 9.01 ORC. After microfilming, do not destroy any public record unless you have an approved RC-1 or RC-2 stating that "the records will be destroyed after microfilming " and a properly completed RC-3 has been submitted to the OHS - LGRP.

## Appendix 2

### Guidelines for Computer Tapes

#### Storage Conditions

- . 65°F (plus or minus 3°).
- . 40 percent relative humidity.
- . Free from dust, smoke, and strong magnetic fields.
- . Store tapes upright on a grounded metal rack.
- . Store tapes in plastic canisters that support the reel at the hub.
- . Place a visible label on all tape reels.

#### Tape Maintenance

- . Every six months:  
Turn the tape reel one-quarter turn on the storage rack to prevent sagging.
- . Every year:  
Text-read a sample of tapes in storage. If the tape contains permanent read errors, the data should be transferred to a new tape. Examine the tape reel visually for cinching; protruding layers of tape; broken reel, hub, or canister; surface contamination by dirt; creases, scratches, and other signs of physical deterioration. Cleaning and a precision rewinding of the tape can remedy most of the problems listed above. After maintenance procedures are performed, the tape should be read again to check for permanent read errors.
- . Every 1-2 years:  
Tapes should be cleaned and precision rewound regardless of physical appearance or evidence of read errors.
- . Every 12-20 years:  
Tapes may be expected to last 12 to 20 years under optimum storage and maintenance conditions. However, it may be necessary to transfer data to new tape more frequently if any of the indications of physical deterioration listed above appear and cannot be remedied by cleaning and rewinding the tape. Less than optimal storage conditions, especially frequent or extreme fluctuations in temperature and/or humidity, accelerate tape deterioration.  
For further information, from Records *Administration Information Center*, Office of Records Administration (NIA), National Archives and Records Administration (NARA) Washington DC 20408, order a copy of the National Archives and Records Administration Instructional Guide Series booklet: *Managing Electronic Records*.

#### Electronic and Optical Disk Record Systems

Currently there are no ANSI Standards covering the retention of permanent public records on electronic or optical disk systems. These record systems should not be considered a permanent storage medium for records which have continuing historical value. They do provide fantastic information access but must be continually maintained and upgraded in timely manner to preserve the original data/information. The continual changes of the industry inhibit the adoption of ANSI or de facto marketplace standards.

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