Transferring Records to the Microfilming Center:

1) Identification:
   - Before beginning to box records, each office must make a determination of what records it will consider active. These are materials that are required for the use of the office on a day-to-day basis. These records need to remain with the office and not be transferred to the Microfilming Center.
   - Before beginning to box records, determine that the records requiring processing have been scheduled on the office’s Schedule of Records Retention and Disposition Form (Form RC-2). Any questions regarding the Form RC-2 should be directed to the Microfilming Center Deputy Administrator or the County Records Commission Chairperson.

2) Boxing of Records:
   - The Microfilming Center has determined a “standard” storage box for the records it processes. No other boxes will be accepted for safety and storage reasons. Offices with records that do not lend themselves to a standard cubic foot bankers box (15” deep), i.e. commercial plans, engineer drawings, etc., should contact the Microfilming Center prior to boxing.

   Boxes should be packed as follows:
   - Where possible, place only one type of series of record in each box. Every effort should be made to locate and pack all records in a particular series prior to the transfer to the Microfilming Center. This will ensure that files will be processed in the correct categories/directories when records are scanned. The Microfilming Center will not accept any boxes marked “Miscellaneous”.
   - A complete list of record information listing either, the beginning and ending of a record series, or each file folder, needs to be completed for each box. Please place these lists in an envelope and give the envelope to the Microfilming Centers’ staff upon arrival with the boxes. No un-inventoried boxes will be accepted by the Microfilming Center. The information recorded on the inventoried boxes will be the information the Microfilming Center uses to track materials. Be specific, and let the Microfilming Center determine exactly how the data will be used for retrieval.
   - Each box should have a “Cuyahoga County Microfilming Center & Records Storage” label placed in the center on the end of each box. The first 3 lines of the label should be completed by the client agency. Each box should be numbered consecutively and should also contain the record type and file number ranges on the label for each box.
• **Boxes should not be packed too tightly. A fist's worth of space should remain in each box.** Due to the way the boxes are stored and retrieved, no box over 40 pounds can be accepted. Taped boxes will not be accepted. No loose papers will be accepted. All records need to be properly boxed for storage and processing.

PLEASE NOTE: The Microfilming Center is considered an extension of the originating office for storage, retrieval and processing purposes only. **The Microfilming Center's staff, for any reason, will not do additional filing, record amendment or purging** (purging services as provided in the signed Inter-Agency Agreement and Memorandum of Understanding Project Parameters are the only exceptions to this standard).

3) **Transferring Records:**

- Contact the Microfilming Center when all records are packed and ready for transfer. For offices that haven't used the Microfilming Center’s services before, a member of the staff will visit and review the boxes to avoid having them returned for re-boxing or re-inventory.
- Responsibility for transportation to and from the Microfilming Center will be based on many factors, some of which are: size of project, distance to the Microfilming Center, availability of Microfilming Center or originating agency staff, availability of storage space at Microfilming Center, etc. Transportation responsibility will be determined on a project by project basis and will be included in the Project Parameters of the Inter-Agency Agreement.
- All items transferred must be listed on the offices’ Form RC-2, to ensure proper management and timely destruction.
  - **If any records transferred to the Microfilming Center classify as “confidential”, the office must identify them as such, and provide a list of persons in their office authorized to access these records. If a name is not on the list, no records will be released.**

4) **Removing A Record:**

- Original records may not be removed from the Microfilming Center without the specific authorization of the originating office. Prior to releasing a record, the requester must be an individual previously identified to the Microfilming Center. This person will be responsible for the requested record until the record is returned to the Microfilming Center. The Microfilming Center will maintain an index of all records released to staff of the originating agency, including the date of release, date of return, requesting staff member, and name/number of record. Every effort will be made by the Microfilming Center staff to provide the record to the Agency within 24 hours of the request.
- The public may not remove any record from the Microfilming Center for any reason.

5) **Request for Records by Agencies:**

- To request a record that is stored at the Microfilming Center, the requesting agency may make their request by mail, fax, or letter to the individual designated as the Project representative on the Inter-Agency Agreement. Or simply call that individual at the Microfilming Center with your request. The staff will call back when the requested items are pulled for further instructions (interoffice mail, fax, scan, and/or pickup).
To repeat, The Microfilming Center is considered an extension of the originating office for storage, retrieval and processing purposes only. For this reason, the Microfilming Center’s staff will not perform docketing, additional filing or annotation. Neither will the staff answer any questions concerning the legal meaning of records stored at the Microfilming Center.

Document Processing:

The Microfilming Center can do various micrographic projects to ensure archival capture and to save badly needed space. Not only will we perform micrographic work, but also emphasize computer indexing, source document imaging and digital warehousing. The Microfilming Center will not lose its focus when it comes to providing a quality archival product, which can stand up to not only time, but the legal parameters defined by the Revised Code.

**Computer Indexing:**
To speed retrieval and to ensure legal compliance with the requirements to have easily accessible records, the Microfilming Center maintains the ability to create databases for those records being processed within the facility. Indexes can be created in flat file format which can be installed for retrieval in most operating systems. The requirements for each Agency’s records will be determined in consultation with the requesting Agency.

**Micrographic: Source Document Microfilming**
The Microfilming Center is a fully functional micrographic facility capable of handling just about any size paper files, index cards, etc. The process, because of its personnel-intensive nature, is usually reserved for records which are required to be maintained for a lengthy period of time. All film produced by the Microfilming Center will meet all archival standards and can be used as per the ORC 9.01 as a legally acceptable replacement for a paper original.

**Digital Imaging:**
Imaging source documents is the best way to ensure timely retrieval, but is rarely considered a legally accepted medium in the State of Ohio. For this reason, it is suggested that any office reviewing imaging contact the Microfilming Center to ensure all archival requirements are met prior to any anticipated purchase. Since few vendors acknowledge the need for archival back up, maintaining an eye readable medium is not the law in all states, it is a service, which must be negotiated into the base costs of purchase. The creation of digital images is part of the Microfilming Center’s process in creating legally acceptable microfilm images. For those Agencies with collections of microfilm who wish to convert their film to easily retrievable data images, the Microfilming Center also offers the ability to convert 16mm and 35mm film, microfiche, and aperture cards to digital images. Please call the microfilming Center if you are interested in any of these services.

6) Disposal Procedures:

The mission of the Microfilming Center is to provide economical protections, retrieval, processing and disposal of inactive and semi-inactive records produced as part of doing business with and for
Cuyahoga County and its various legal entities. However, it is this last component of the Microfilming Center which will allow for the long term and permanent retention of only those records specified by law or historic importance. Those records lacking either justification will be destroyed following the guidelines provided by the Ohio Historical Society, the State Auditor and the County Records Commission.

- All work performed by the Microfilming Center which requires the destruction of the original paper records will require the completion of a Certificate of Records Disposal Form (Form RC-3) to legally dispose of the records pursuant to the Agency Records Retention Schedule. Each office must prepare a Certificate of Records Disposal Form (Form RC-3) listing all of the records intended for destruction, the Schedule Number, Media Type, Inclusive Date of the Record and the Proposed Date of Disposal. This form must be submitted to the Chairman of the County Records Commission or the Deputy Administrator of the Microfilming Center. If requested by the department or Agency head, the Microfilming Center may submit the form on their behalf. If such cases, the originating Agency will cooperate with the Microfilming Center staff in providing all necessary information needed to complete the RC-3 form, including Agency Authorized signatures.

- The County Record Commission will review all forms submitted. The Records Commission normally meets two times per year to consider Applications for Destruction and Schedules of Retention but may meet at other times designated by its Chairman to consider such requests.

- The Records Commission Chairman will submit all approved forms to the Ohio Historical Society and the State Auditor for their approvals.

- Upon the approval from the State, the Microfilming Center will make arrangements for the destruction of the records. It is the responsibility of each office to be aware of pending litigation which could be affected by the destruction of any specific record. Records that are part of active or pending litigation may not be destroyed even if their scheduled destruction period has been reached. Note: No records stored at the Microfilming Center will be destroyed without the knowledge and consent of the originating office.

- Records transferred onto microfilm may be legally destroyed provided the appropriate form has been filed and approved stating that the originals have been microfilmed.

- Once the records have been removed from the Microfilming Center and destroyed by the appropriate County approved paper shredding company, a Certificate of Destruction will be obtained from that company indicating the records destroyed and the date of destruction. The original Certificate will be provided to the originating Agency for their records.