
CHAPTER 5. MICROFILMING SERVICES

- 5-1 Purpose. Complete microfilm processing facilities are complex operations and, generally, not justified only on the basis of volume produced. Therefore, the Department will usually avail itself of filming and processing services furnished by Federal agencies or commercial sources. Excess services available from other agencies may be used unless the needed product or service can be more economically obtained from the private sector. Furthermore, for any new requirement, commercial sources should normally be used instead of creating/expanding in-house facilities. The Government's policy for obtaining commercial or industrial products and services is enunciated in the Office of Management and Budget, OMB Circular A-76.
- 5-2 Reimbursable Federal Sources. Microfilming services may be obtained from either of two Federal sources:
- A. National Archives and Records Administration (NARA), and Federal Records Centers (FRC's), provide microfilming services including records preparation, indexing, microfilm recording, processing, inspection, and duplication on a reimbursable basis. Fees for these are announced periodically in bulletins from NARA.
 - B. Other Federal Agencies - Certain agencies, particularly military, operate major microfilming facilities. While generally confining their services to their own activities, they may provide reimbursable services if full capacity is not being maintained.
- 5-3 Commercial Services. Information describing services from various commercial service bureaus nationwide is available from the Departmental Records Management Officer. Commercial service bureaus offer microfilming services such as:
- A. Records preparation,
 - B. Document indexing,
 - C. Microfilm recording,
 - D. Film processing,
 - E. Film inspection,

- F. Film duplication,
- G. COM recording and duplication,
- H. Systems design consultation, and
- I. Facilities management

5-4 Considerations in Acquiring Micrographics Services.

- A. Advantages and disadvantages to acquiring micrographics services from external rather than internal sources are:

- 1. Advantages are:

- a. Immediate availability of services,
- b. No capital expenditure,
- c. Elimination of space requirements,
- d. Minimal systems design requirements,
- e. Lower volume applicability,
- f. Cost predictability,
- g. Full compliance with OMB Circular A-76, and
- h. Phased conversion, if warranted.

- 2. Disadvantages include:

- a. Contracting delays,
- b. Potential uncontrolled cost increases,
- c. Loss of management control,
- d. Security considerations, and
- e. Turnaround time.

- B. Develop adequate specifications and task descriptions before entering into any microfilming service arrangement.

1. The minimum specifications should include:
 - a. Film size (16mm, 35mm, 105mm),
 - b. Format (roll, cartridge, aperture, jacket, fiche),
 - c. Reduction ratio (24x, 27x, 32x, 48x etc.),
 - d. Mode (comic, cine, mixed),
 - e. Type (simplex, duo, duplex),
 - f. Resolution,
 - g. Density and base plus fog (D-MIN) (ANSI/AIIM- MS23),
 - h. Targeting (Identification, etc.),
 - i. Retrieval markings (blip marks, code lines, binary coding, etc.),
 - j. Retention requirements (archival or non-permanent), and
 - k. Non-technical details such as security, pickup and delivery, accountability, records disposal, etc.
 2. Task description should describe:
 - a. The size of the job (Number and physical dimensions of documents).
 - b. Type and condition of documents (bound books, engineering drawings, checks, file folders, etc.).
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