



Digital and Microfilm Format Conversion

Electronic Records Management Conference

Salt Lake City Library

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Electronic records preservation

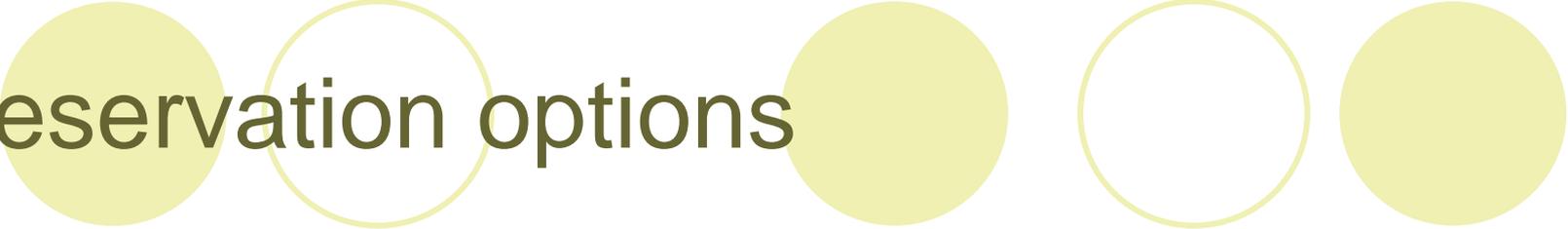


- GRAMA requires retention but does not specify format.
- Format choices are based on retention requirements and administrative needs.
- Records preservation takes planning and forethought.

Electronic records are not the same

- “Records” are harder to define.
- Documents are nonlinear.
- Records are time and space independent.
- Direct access is available to much more information.

Preservation options



- Keep “record copy” on paper or microfilm.
- Keep old equipment around.
- Make sure upgrades and revisions leave no records behind.
- Use standard formats.
- Convert and migrate to new technologies.



Records management policies

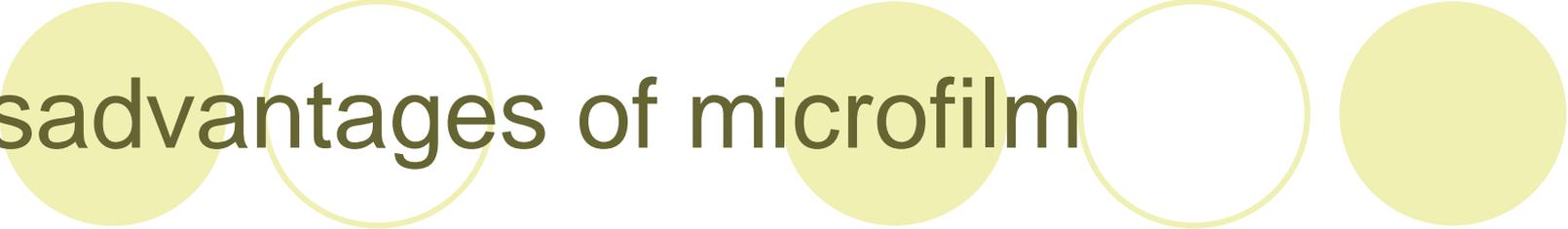
- Policies are essential to good records management.
- Lack of management increases expense and liability.
- Teamwork is crucial:
 - IT personnel
 - Records managers
 - Administrators
 - Legal personnel

When to microfilm



- Retention is longer than ten years.
- Records are linear.
- Records are vital, fragile, or heavily used.
- As a “stop gap” in case other preservation measures fail.

Disadvantages of microfilm



- Limited to linear documents.
- Key information may be lost.
- Cannot capture color or photographic material.

Advantages of microfilm or paper

- Does not require migration or reformatting.
- Maintains authenticity.
- Not dependent on hardware or software.
- Proven stability over time.
- “Just-in-case” copies provide flexibility.

Digital to microfilm process

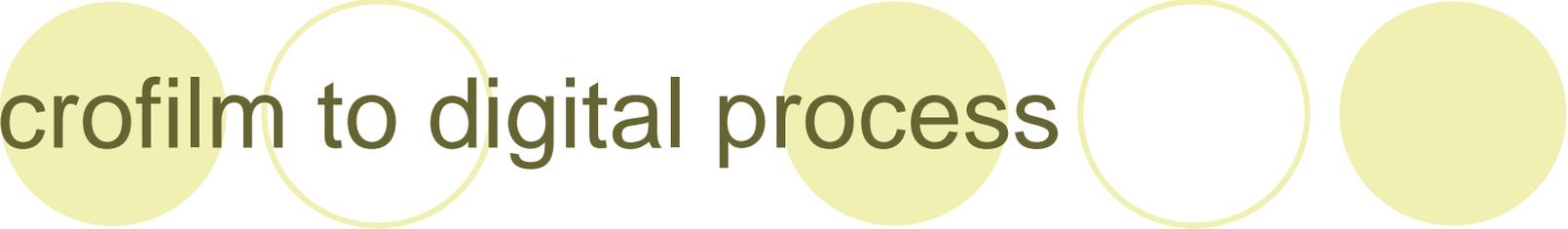


- Make sure records are scheduled.
- Establish portal on state server.
- Batch digital images with appropriate microfilm targets.
- Save them on the state server and notify Archives.
- <http://archives.utah.gov/micrographics/digitalconverter.pdf>

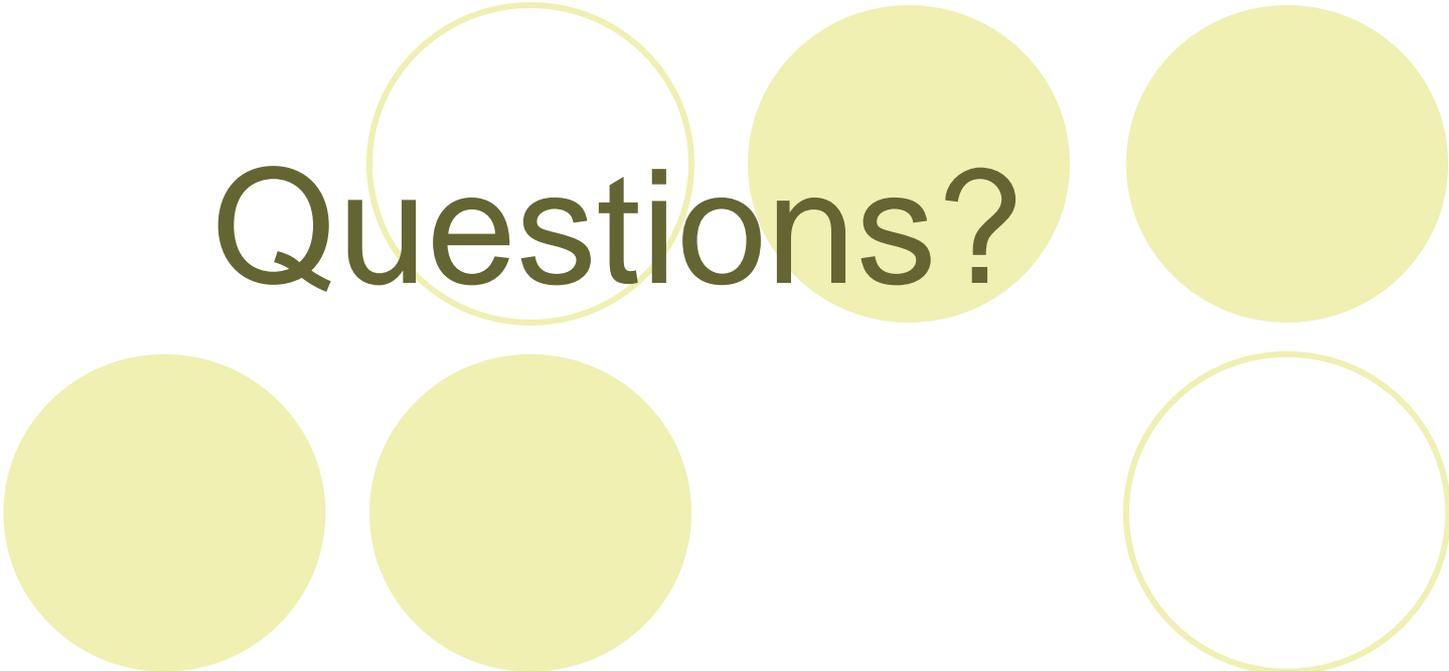
Advantages of digital images

- Easy to disseminate
- Easy to copy
- Convenient
- High density storage
- Easy to retrieve
- Multiple users

Microfilm to digital process



- Identify record series to be converted to digital images.
- Submit a request, listing specific rolls to be converted.
- <http://archives.utah.gov/recordsmanagement/forms/imagingworkorder.html>
- Archives will respond with feasibility report.

The image features a central text element 'Questions?' surrounded by six circles. The circles are arranged in two rows. The top row contains three circles: the leftmost is an outline, the middle is solid, and the rightmost is solid. The bottom row contains three circles: the leftmost is solid, the middle is solid, and the rightmost is an outline. All circles are a light olive green color.

Questions?