

**GOVERNMENT AGENCIES ARCHIVAL MICROFILMING PROGRAM**

**Proposal to Microfilm Public Records for Archival Purposes**

1. Creating Agency: \_\_\_\_\_

2. Custodial Agency: \_\_\_\_\_

3. Series Title: \_\_\_\_\_

4. Range of Control Symbols: \_\_\_\_\_

5. Date Range: \_\_\_\_\_

6. Format:

a) Volumes: \_\_\_\_\_ Number of volumes: \_\_\_\_\_

b) Files: \_\_\_\_\_ Number of folios: \_\_\_\_\_

c) Assorted: \_\_\_\_\_ Provide further details: \_\_\_\_\_

\_\_\_\_\_

7. Average size of tems: \_\_\_\_\_

8. Approved Retention and Disposal Authority: \_\_\_\_\_

9. Purpose for microfilming records: \_\_\_\_\_

\_\_\_\_\_

10. Agency details: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Division/Branch/Section: \_\_\_\_\_

Name of Contact Person and Designation: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Purpose of this Form**

From 1 December 1995, the Library and Information Service of Western Australia took on responsibility for facilitating archival microfilming of Public Records.

The receipt of this completed form is required as the formal notification to the Library and Information Service of Western Australia that an agency requires this service.

Archival Microfilming is defined as: Microfilming to archival standards of original records which are appraised as having permanent or archival value.

The designation of a record, original or copy, as having permanent or temporary value is contained in an agency's Retention and Disposal Schedule which is approved by the State Records Commission.

## **Notes to Assist in Completing the Entry**

1. Note the name of the agency which originally created the records.
2. Note the name of the agency which currently has responsibility for the records.
3. Note the series title of the records.
4. Note the number or symbol of the first and last item.
5. Note the dates of the earliest and most recent items required to be microfilmed.
6. Assorted formats may, for example, consist of files which include plans and photographs.
7. For example; A4, A3, A0, metric dimensions.
8. Note page, section number and date of approval of Retention and Disposal Schedule. Where there is no Retention and Disposal Schedule, the disposal authority decision may be recorded in a letter, in which case the date of the letter should be cited.
9. For example; security needs, preservation requirements.
10. Self explanatory.

Send completed form to:

State Records Office of WA  
Alexander Library Building  
Perth Cultural Centre  
PERTH WA 6000



12. In what medium is the detail recorded?
- a) Inks - what colours
  - b) Pencil
  - c) Typescript
  - d) Carbon (copy)
  - e) Print
  - f) Faded
  - g) Other - (please describe)
- 

13. What colours are the pages?
- a) White/cream
  - b) Yellowed
  - c) Yellow/brown
  - d) Strong blue
  - e) Pale blue
  - f) Other - (please describe)
- 

14. Certain things can prevent detail from being captured on film. For example: crumpled pages, deep central gutters, glued-together pages, insect damage, tightly bound volumes and documents filed in ring binders and split pins. The conditions may need to be corrected before filming. Is this material ready for microfilming?:
- 
- 

15. Is there anything unusual about this material which needs to be noted to facilitate accurate quoting? For example: Poor, faded or damaged condition of the material. An unusually large number of targets. Material which is awkward or fragile to handle. Problems as per Question 14.
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16. What film format is required?
- a) 35mm
  - b) 16mm
  - c) Jacketed
  - d) Other - (please specify)
-

## Microfilming Questionnaire

### Notes to assist in completing this form.

1. Note the series title of the records.
2. Note the item numbers to be filmed.
3. Self explanatory.
4. Self explanatory.
5. Total number of files/folios/cards (or others) to be filmed.
  - a) quantity or percentage of total number that have information on both sides of the page or card.
  - b) quantity or percentage of total number that have information on both sides of the page or card **BUT** the data is turned one way then another on opposite sides of the page or cards.
6. Self explanatory.
7. Self explanatory.
8. Self explanatory.
9. Self explanatory.
10. Number of pages filmed double spread (including all blank pages).  
When volume is opened at its centre (two pages per frame).
11. Number of pages to filmed singularly (one page per frame).
12. Self explanatory.
13. Self explanatory.
14. Self explanatory.
15. Self explanatory.
16. Self explanatory.