

# State Microfilming Programs

By DOROTHY K. TAYLOR<sup>1</sup>

*Wyoming Centralized Microfilm Department*

THE Technical Advisory Committee on Microphotography undertook, for its principal activity in 1957, a survey of the status of centralized microfilming activities in the 48 States. It was decided to query the States not only about their microfilming programs but also about the relation of microfilming to their archival activities and to their record management program, if any. All the responses were informative, but unfortunately some States made no replies whatever. By and large, these were the States from which the committee has had difficulty in obtaining information in previous surveys. No attempt has been made to recapitulate and incorporate the material presented in previous reports on the subject, notably the contributions of Lola M. Homsher, Mary Givens Bryan, and Dolores C. Renze.

The material presented here shows a remarkable disparity both in the use of microphotography as a tool and in the place it holds in a table of organization. A few States have highly developed microfilm programs, centrally organized and operated, with a real understanding of the distinction between archival, record management, and procedural purposes. The most advanced programs use microphotography for all three purposes. Most of the States, however, appear to be using microfilm in only one or two of its possible applications.

There appears to be a structural dividing line in most States that operates to prevent the centralization of microfilming. The archivist or comparable officer has authority to use microfilm for archival and historical purposes and sometimes to assist in record retention, but microfilming as a procedural tool for use with current records is usually the function of other agencies of the State government. Although some of the persons replying expressed the belief that microfilming may be overused and therefore may come into disrepute, most persons reported that they were overcoming pre-

<sup>1</sup> This article is the 1957 annual report of the Society's Technical Advisory Committee on Microphotography. The committee consisted of Dorothy K. Taylor, chairman, Martha B. Curtis, Leon deValinger, Jr., and William L. Rofes. Mr. Rofes, who has edited the report, is record manager of the Olin Mathieson Chemical Corp., New York.

vious objections to the use of microfilm and expected greater use of it in the future.

### *Alabama*

The Microfilm Department is a unit of the Department of Archives and History. Owing to lack of funds, little microfilming is done. There is no charge for work performed. All State agencies may use the service, but some agencies prefer to do their own microfilming. No general record of material filmed is kept. The Director of Archives and History must approve filming if records are to be destroyed. The Director is also chairman of the county microfilm system that is being organized. Under this system the Director will determine which records shall be filmed.

[Information supplied by Peter A. Brannon, Director, Department of Archives and History, Montgomery 5.]

### *Arizona*

Arizona's microfilm unit, part of its record management program, is under the Library and Archives Department. It serves all State agencies and makes no charge for work. Permission of both the cognizant department head and the Director of the Department of Library and Archives must be granted before records are filmed. Funds for the microfilm program have become available only in the last few years; consequently the program should be considered as still in the organizational phase. A great many records have been filmed, largely to clear out old accumulations and to put permanent records on film.

[Information supplied by Mulford Winsor, Director, Department of Library and Archives, Phoenix.]

### *Arkansas*

No information.

### *California*

California has no centralized microfilm program. A central record depository is maintained by the secretary of state. Statutory authority is available for the filming of records of births, deaths, and marriages 15 years after registration of births and 5 years after registration of deaths and marriages. A security copy of this film must be kept at a separate location, and the original records may be deposited in the central record depository.

[Information supplied by Paul J. O'Brien, State Archivist, Office of the Secretary of State, Sacramento 14.]

*Colorado*

Colorado has a well organized microfilm program. Statutory authority for the program rests on the Public Records Act and the Uniform Photographic Practices Act. These statutes have proved adequate so far, and no change is contemplated. The Central Microfilm Unit operates under the State Archivist as a unit of the Division of State Archives and Public Records. The staff is composed of one supervisor, four microfilm operators, and two collators. Administrative direction is by the State Archivist or her deputy. Equipment used includes two 35-mm. planetary cameras and two 16-mm. rotary cameras, plus supplementary equipment. The unit does its own processing according to National Bureau of Standards specifications. It works for all State agencies on a reimbursable basis — film, boxes, labels, reels, fixed machine charges (minimum of one day), and special collation (at collator's daily rate). Not included in the charges are supervision, administration, and the camera operation; these are absorbed as division staff functions. The reimbursable account has averaged \$10,000 to \$15,000 a year, increasing as the program advances.

The Division of State Archives is responsible for both the archives program and the public record administration program. The latter includes record management and microfilming. Determination on action rests with the Archivist, the attorney general, and the head of the agency concerned. All decisions are reached through the State Records Committee, whose members are the Archivist (chairman), the attorney general, the auditor, the treasurer, the controller, and one representative of the Governor's administrative office.

The following table shows the volume of work:

1. For the first 11 months of 1956 —
  - Over 1,000 photographic prints
  - 400 copy negatives
  - 700 facsimile prints
2. For the first 11 months of 1957 —
  - (a) 16-mm. work:
    - 40,000 feet (400 rolls) of film
    - 34,700 feet of security copies
    - Over 2,000,000 documents filmed
  - (b) 35-mm work:
    - 350,000 frames (400 rolls), of which 200,000 are newspapers filmed for the library of the State Historical Society and the rest are minutes of agencies, archival documents, and papers filmed for special projects

In all newspaper filming both a negative and a positive are made. For some newspapers additional positives are made. The Central Microfilm Unit handles all photographic and microfilm orders from the State Historical Society library on a reimbursable basis just as for any other State agency.

Major microfilm programs of a recurring nature are conducted for:

State Board of Education:	teacher certifications
Colorado Racing Commission:	parimutuel records (horse and dog)
State Board of Accountancy and Society of CPA:	minutes and examinations
Parole Department:	discharge and admission cards, calendars, and closed case files (penitentiary and reformatory)
Industrial Commission:	closed case files
Public Utilities Commission:	common carrier monthly reports
Denver Police Department:	annual arrest records
Department of Law:	closed estate cases
Civil Service Commission:	applications, certifications, correspond- ence, and minutes
Secretary of state:	defunct corporation records and the secretary's annual reports
Office of the Governor:	executive record series
State auditor:	annual reports

About 30 to 40 special programs will be undertaken each year, for example the filming of:

1. Newspapers — the *Boulder Daily Camera*, the *Colorado Springs Gazette*, the *Inter-Mountain Jewish News*, the *Denver Tribune*, the *Rocky Mountain News*, and others as selected from time to time.
2. Records of the Colorado General Hospital — X-rays, psychopathic case records, encephalographic charts, etc.
3. Accession records of the State Historical Society.
4. Archival records and materials needed for court evidence.
5. Manuscript collections.
6. Legislative reference materials.
7. Theses of the State's institutions of higher education.
8. County and municipal records — commissioners' minutes, ordinances, annexation records, records of the Territorial period, and other records of historical significance.

[Information from Dolores C. Renze, State Archivist, Division of State Archives and Public Records, 306 State Museum, Denver 2.]

### *Connecticut*

Connecticut has no microfilming department. One is being considered as part of a record management program that is being



organized. There appear to be no statutes relating specifically to microfilming.

[Information from Doris E. Cook, Acting Archivist, Connecticut State Library, Hartford 13.]

### *Delaware*

The Public Archives Commission of Delaware renders microfilming services to all State, county, and municipal agencies. The only charge made is for film; other costs are absorbed by the microfilm unit of the Commission. If an unusual amount of preparation is necessary to get records ready for filming, the agency holding the records is required to do the work.

Microfilming is done in connection with the public record administration program, headed by the public record examiner. His reports enable the State Archivist to determine what records are to be filmed in accordance with the applicable statutes. A law governs the filming of certain records: *Delaware Code Annotated*, Title 29, ch. 33, sec. 3330-3332.

Among the older records filmed are income tax returns, justice of the peace dockets, deeds, mortgages, and probate records. Current records filmed include bills and invoices of the State Auditor's and Treasurer's Offices, canceled checks, vital statistics, State Police criminal records, motor vehicle titles, arrest slips, personnel records of the Adjutant General's Office, and records of various boards and agencies. The Public Archives Commission has just begun to film the records of the Corporation Department of the Secretary of State's Office.

Centralization of the microfilm work in Delaware allows control of the quality of work and permits an archival point of view in the determination of filming for security or space saving. All the State agencies have cooperated with the Commission, and this has much to do with the scope and success of the program.

[Information from Leon deValinger, Jr., State Archivist, Public Archives Commission, Dover.]

### *Florida*

Florida has no centralized microfilm unit nor does the State Library do microfilm work. There is a public record screening board — the secretary of state, the attorney general, and the auditor — to whom requests are submitted for permission to destroy public records. The screening board, in granting approval for destruction, may require the records to be filmed before they are destroyed. Some departments have specific statutory authority to

film records and then destroy the originals. These specific authorizations take the place of the screening-board procedure.

[Information from Dorothy Dodd, State Librarian, State Library Board, Tallahassee.]

### *Georgia*

Georgia's microfilm program, established in 1951, works through two units: (1) a microfilm division in the Department of Archives and History (under the direction of the State Archivist) and (2) a second microfilm division (under the secretary of state), which occupies one floor of the new record center. The units operate under a joint appropriation, and additional funds are supplied from the regular annual budgets of the secretary of state and the Department of Archives and History. Studies authorized in 1956 and completed in 1957 have resulted in a recommendation to establish a central microfilming division in the Office of the Secretary of State. Planning of microfilm projects would be directed by the State Archivist. The secretary of state has requested an appropriation for a record management division to be supervised by the secretary and the Director of Archives.

Upon completion of the new Archives Building the two microfilm units will be quartered there. This will give the Director of Archives opportunity for more detailed supervision of the work. Other than the two formal microfilm units, only four agencies of the State microfilm records — the departments concerned with revenue, public health, welfare, and banking. These departments are not required to deposit film with the Archives Department.

Statutory permission has been given for microfilming records. Heads of State agencies must approve the filming of their records, county commissioners the filming of county records, and city councils the filming of municipal records.

The Director of Archives selects for filming the records of highest historical and archival value. The amount available for filming each year is \$30,000. With some outside assistance the two microfilm units produced 1,353 hundred-foot rolls during the fiscal year ending June 30, 1957. Among the records that have been filmed are: Georgia laws, senate and house calendars, bills, commissions of justices of the peace and notaries public, commissions of county officers, election returns, Corporation Department records, trade marks and charters, property tax digests, and county and district maps.

A program begun in 1951 is the filming of records of the State's 48 original counties, including records of the clerks of superior

courts and ordinary court officers. Some records are being filmed from the earliest date down to 1900: deeds, mortgages, land records, wills, records of marriages, returns on estates, superior court minutes, ordinary court minutes, guardians' bonds, administrators' bonds, and certain other important records. By the end of 1956 the microfilming of such records for 12 counties had been completed. Records of 4 other counties were microfilmed by August 1957. Much of the progress in 1957 was made possible through the help of the Genealogical Society of the Mormon Church, which provided three technicians to assist in filming county records. They have been working under State Archives direction. The society is giving the Georgia Department of Archives copies of its microfilms.

Film produced by State agencies is developed commercially, subject to Bureau of Standards specifications.

[Information from Mary Givens Bryan, Director, Department of Archives and History, 1516 Peachtree St., N. W., Atlanta.]

### *Idaho*

There is no central microfilm department in Idaho although one is under consideration. Statutory provisions permit the filming of county records under certain conditions, provided that National Bureau of Standards requirements are met. Such films are admissible as evidence in court or in other legal proceedings.

[Information from H. J. Swinney, Director, Idaho Historical Society, 610 Parkway Drive, Boise.]

### *Illinois*

An act of July 6, 1957, established a central microfilm unit as part of the Records Management Section of the Illinois State Archives. The unit works for all State agencies without charge. Materials must be prepared for filming by the agencies sending them to the unit. The State Records Commission establishes the rules and standards for microfilming. No records may be destroyed without the commission's approval.

[Information from LeRoy DePuy, Chief of the Archives Division, Illinois State Library, Springfield.]

### *Indiana*

A central photographic laboratory has been established as a unit of the Archives, which itself is part of the State Library. The microfilm group serves all State agencies, but some confidential records are filmed by the cognizant departments. No charge is made for filming records in the State Archives. The films of such records

become part of the State Archives. For other work the charge is cost plus 5 percent. There is a record management program under the Commission on Public Records, of which the director of the State Library is secretary. The commission grants permission to film records.

During 1956 and 1957, 682,364 film images and 4,404 paper prints were made. Among the major series filmed were: correspondence of the Department of Public Instruction; vouchers, 1818-70, of the State auditor; G. I. training program papers of the Department of Veteran's Affairs; and newspapers, 1857-1924.

[Information from Margaret Pierson, Archivist, Indiana State Library, 140 N. Senate Ave., Indianapolis 4.]

### *Iowa*

Iowa has no centralized microfilm facility, but the Department of History and Archives may film material at its own discretion.

[Information from Claude R. Cook, Curator, Iowa State Department of History and Archives, Historical Building, Des Moines 19.]

### *Kansas*

Kansas has no central microfilm unit, but several departments microfilm their records. Each department determines what records it will film. The State Records Board approves destruction of the originals.

The Kansas State Historical Society completed filming the 1905 census records during the year. Because of a heavy program of newspaper filming, no other archival material was filmed.

The Purchasing Division of the Department of Administration, under the direction of H. H. Knouft, director of purchases, conducted a survey among purchasing agencies of the several States regarding the use of microfilm. The survey showed that:

1. There is a general preference for purchasing equipment rather than leasing it or contracting for services.
2. Two States (Oregon and Wisconsin) maintain central laboratories for processing the film.
3. There is a marked preference (5 to 1) for including the processing costs in the purchase of film. Apparently the feeling is that difficulties may arise if film is processed by anyone other than the supplier.
4. The requirement of U. S. Bureau of Standards quality was approved by a ratio of 2 to 1.

[Information from Robert W. Richmond, State Archivist, Kansas State Historical Society, Topeka.]

*Kentucky*

In 1950 a Records Control Board was established, with statutory authority to film public records but without a regular appropriation. A memorandum of the board made the Kentucky Historical Society the central microfilm agency, and the society was given an emergency appropriation for microfilming. In subsequent years, however, no money was granted to it; and by 1953 microfilm services of the various departments were usually financed by separate appropriations, with each department determining for itself what records should be filmed. There is no central control in Kentucky at present, and most microfilm projects are conducted independently of the Records Control Board. The society still maintains a planetary camera for its own needs and an automatic camera, which has been idle since 1953.

The Legislative Research Committee of Kentucky is now re-examining the problem of creating a State Archives. Such a recommendation is being supported by the Kentucky Historical Society, the University of Kentucky, and the Kentucky Librarians Association.

[Information from Charles F. Hinds, Secretary-Treasurer, Kentucky Historical Society, Old State House, Frankfurt.]

*Louisiana*

The Department of Archives at Louisiana State University functions as an autonomous unit of that institution. It is not in most respects a State agency; therefore it has no archival authority over the activities of the State departments. The Department of Archives uses the services of the microfilm department of the Louisiana State University Library. The Archives does hold some microfilm copies of manuscripts and archives, but this is an incidental rather than a major activity. The microfilm department of the university library has a large collection of microfilm, principally census records, newspapers, and university theses.

[Information from V. L. Bedsole, Head, Department of Archives, Louisiana State University, University Station, Baton Rouge.]

*Maine*

Maine reports no microfilm program and no true archival agency.

[Information from Harold I. Goss, Secretary of State, State Capitol, Augusta.]

*Maryland*

Centralized photographic reproduction is a function of the Hall of Records. Most of the microfilm work is done by the staff of the

Records Management Division. No independent centralized photographic department has been established. Some photostating and microfilming is done by a photographer in the Archival Division. The Microfilm Department works for all State agencies and now makes no charge for microfilming. Before July 1957, departments were required to pay for preparing documents for filming. This work is now done by the microfilm staff.

A determination of what records to film is usually made during the preparation of record retention schedules for each agency. These schedules are approved by the agency, the Archivist, and the Board of Public Works (the Governor, the comptroller, and the treasurer). During fiscal 1957, 54 rolls of film were completed. Approximately 1,783,000 images were on 16-mm. film, and just under 200,000 were on 35-mm. film. An additional 957 rolls of 35-mm. film containing over 750,000 images were received for inspection from clerks of court.

Some of the records filmed since 1956 have been: Board of Public Works minutes, employee's earning records, alphabetical index to income tax returns, closed cases of the Division of Vocational Rehabilitation, claim folders of the Industrial Accident Commission, legislative bills and resolutions of the General Assembly, land and probate records, and church records.

[Information from Morris L. Radoff, Archivist and Records Administrator, Hall of Records, Annapolis.]

### *Massachusetts*

Massachusetts has a centralized program for the secretary of the Commonwealth only. The equipment is owned, but the film is developed commercially. The legislature makes an annual appropriation for film. When records are filmed for other departments, a fee is charged.

A 1949 act of the General Court made it mandatory for all registers to microfilm their records. County registers now film their records; one copy is removed for security storage and filmsort cards contain a second copy.

[Information from Albert West, Chief, Archives Division, Office of the Secretary of State, State House, Boston 33.]

### *Michigan*

Centralized microfilming in Michigan is a function of the State Records Center of the Department of Administration. Microfilming services are offered those agencies that do not need equipment full time. Five State departments do microfilming on a full-

time basis: the Crippled Children's Commission, Department of Health, secretary of state, State Police, and State treasurer. The centralized microfilm program was begun in July 1956. It serves all State agencies and charges the agencies for the cost of film and processing. The Records Center is concentrating on the filming of old-age assistance warrants; this project will take almost 2 years. Since the microfilming operation did not begin until late 1956, these are the only records being filmed at the time of this report. Michigan has a statute similar to the Uniform Photographic Copies Act.

A State record management program was established by Public Act 178 of 1952. All record retention schedules are approved by the Records Center, the Historical Commission, the attorney general, and finally by the State Administrative Board.

[Information from Del Siadek, Records Center Supervisor, Department of Administration, Lansing 13.]

### *Minnesota*

Minnesota has just begun a centrally administered microfilm program. Microfilming with State-owned equipment is the responsibility of the Central Services Division of the Department of Administration. The Central Services Division operates on a revolving fund and charges for its microfilm service. It serves all departments provided that the request for filming has been approved by the budget director and the Archives Commission. Records may not be destroyed after filming without the approval of the Archives Commission, of which the commissioner of administration is chairman. There is no intention to concentrate on photographing old records, nor is there a current plan to install procedural microfilming.

[Information from Robert M. Brown, State Archivist, Minnesota State Archives, State Office Building, St. Paul 1.]

### *Mississippi*

A State microfilming department serves all State agencies. There is a plan to reorganize microfilming in Mississippi, and the responsibility may be lodged with the Department of Archives and History. The Department does not now do microfilming for all State agencies. For the work it does, no charge is made.

The Department is now filming 19th- and 20th-century newspapers. The 19th-century originals will be bound as a security measure. The 20th-century originals are being destroyed. House Bill 197, Laws of 1950, permitted the microfilming of records over 6 years old. The State Board of Public Contracts has the authority

to purchase microfilming equipment to handle this work for the various State departments. The Department of Archives and History needs only the authority vested in the Board of Trustees to film records. On June 30, 1957, the Department had about 150 rolls of film.

[Information from Charlotte Capers, Director, Department of Archives and History, Box 571, Jackson.]

### *Missouri*

Missouri has no true archival agency. All filming is done commercially.

[Information from Floyd C. Shoemaker, Secretary, State Historical Society of Missouri, Columbia.]

### *Montana*

In 1957 the State legislature failed to approve any funds for the Central Microfilm Department. The Historical Society of Montana has a 35-mm. planetary camera and uses it quite steadily. Two 16-mm. rotary cameras previously used by the Central Microfilm Department are being used by other agencies of the State with their own personnel and funds.

[Information from Richard Duffy, Comptroller, Historical Society of Montana, Helena.]

### *Nebraska*

The Microfilm Department is controlled by the Purchasing Department. It works for all State agencies and charges a fee large enough to pay for supplies, labor, and depreciation of equipment. Each department decides what records will be microfilmed; the Purchasing Department has no authority in this matter. The destruction of original records is regulated by statute.

Some of the larger State departments microfilm with their own equipment. The Microfilm Department itself produces about 350 hundred-foot rolls yearly. The film is developed commercially.

[Information from Tom Coffey, Purchasing Agent, State Capitol, Lincoln 8.]

### *Nevada*

The State of Nevada has no microfilm program yet. Some counties have microfilmed their records, but there is no complete index. The Nevada State Historical Society does neither microfilming nor photocopying. It concentrates on preserving the actual records.

[Information from Clara S. Beatty, Director, Nevada State Historical Society, P. O. Box 1129, Reno.]



*New Hampshire*

In the absence of an archival organization, the secretary of state and the State librarian share responsibility for archives. Records are retained in the department of origin. Statutory authority empowers the Governor to establish a centralized bureau for the reproduction of records, but this law has not yet been put into operation.

The State Library microfilms newspapers but does not do its own work. The Secretary of State's Department, the Bureau of Vital Statistics, the State Treasurer's Office, and the Motor Vehicle Department all microfilm some records. The New Hampshire Historical Society has no microfilm program.

[Information from Harry E. Jackson, Secretary of State, State Capitol, Concord; and Mildred Peterson McKay, State Librarian, State Library, Concord.]

*New Jersey*

The microfilm unit is a separate part of the Records Services Section of the Bureau of Archives and History, which is in the State Library Division of the Department of Education. All State departments are served by this unit and debited for the work done. The microfilm program includes the filming of both current and noncurrent records; the proportion is about half and half.

Microfilming must be approved by the Bureau of Archives and History. During the past year court records, vital statistics, and workmen's compensation records were filmed. Some departments continue to do their own microfilming under the supervision of the Bureau. The microfilm unit has four full-time and three part-time employees. The film is developed commercially, but the equipment is owned. Positive copies of the film are usually made after the negative has been inspected.

[Information from Roger H. McDonough, Director, Department of Education, State House Annex, Trenton 7; and Thomas Amelia, Head, Bureau of Archives and History, Department of Education, Trenton 7.]

*New Mexico*

New Mexico has no archives department, no microfilming center, and no centralized record management program. Microfilm copies have been made of the archives in the Office of the Secretary of State by the Public Welfare Department, State Land Office, State Retirement Fund, State Highway Department, and State Corporation Department. These State departments have been using microfilm to conserve space allocated to record storage. Some use their own equipment for microfilming; others use contract services.

State agencies in New Mexico have blanket authority for microfilming, the expenditure being subject to the State Budget Department's approval. All departments are required by statute to file film copies with the Office of the Secretary of State before destroying originals, but there is no provision for the filing of indexes.

[Information from Natalie Smith Buck, Secretary of State, State Capitol, Santa Fe; and A. J. O. Anderson, Associate in Charge, Departments of History and Publications, Museum of New Mexico, Palace of the Governor, Santa Fe.]

### *New York*

There is no centralized microfilm department nor central archival agency in New York State. State records are controlled by the director of the budget, local records by the commissioner of education.

Usually an agency operates its own microfilming unit as an agency-wide service. About 16 of the major State agencies are using microfilm, chiefly for noncurrent records. The microfilming of current records, in terms of volume, is about one-third of the total film work done. Most of this work is done to reduce the large volume of current records.

There is a centralized record management program in the Division of the Budget, which operates on a decentralized basis within each agency. The State usually makes funds available for microfilming only if the records filmed are to be destroyed. The Administrative Management Unit of the Division of the Budget determines what records are to be filmed and on what basis.

Little microfilming is done unless the records have a retention period of over 20 years. In some instances, however, where the volume of records is large, microfilm is used as a space-saving device; an example is the filming of employer contribution reports, which are submitted to the Division of Employment as part of the unemployment insurance program. Although no specific legal authority is required, a record disposition authorization is usually needed before records are filmed. New York has the equivalent of a Uniform Photographic Copies Act.

On the State level, the types of records most filmed include: certificates of incorporation, vital statistics, engineering drawings of public sanitation installations, corporate income tax returns, oaths of office, personnel examination records, and bank examination reports. The State reports that resistance to the use of microfilmed documents is decreasing but that it has faced a problem in keeping trained personnel. A technical problem is created by the State's

inability to control the originals of the documents presented for filming.

Microfilming activities have been increasing steadily in State agencies. The State Library has two large-scale projects under way. One involves the filming of all bills introduced in the legislature since the early 1800's; the other is microfilming the Governor's bill jacket file, which indicates action taken in vetoing or approving legislation. The Department of Public Works has begun a new program of filming highway construction drawings and prints and architectural drawings of State buildings and facilities. The Department of Correction is planning to film all Bertillon identification records dating back to the late 1800's and other types of identification records, including personal appearance sheets.

Two projects are being planned for which no funds are yet available. The first, involving 8½ million images, will microfilm the annual statements sent to the Insurance Department by licensed insurance groups operating in New York State. The second will film unemployment insurance claim orders, amounting to between 8 and 9 million documents a year.

New York City has its own record management program. The use of microfilming in local government units in New York State is also increasing steadily. In 1957 practically all county clerks' offices began to microfilm motor vehicle registrations immediately after their issuance. This is one of the most remarkable statewide developments. Its success has helped make possible the successful installation of the New York State motor vehicle insurance program. In most of the counties microfilming is an independent project performed within one or more departments. In some areas work is done by commercial contract, and in practically all cases film is developed commercially. In local government units the equipment is owned either by a central department or by the department using it.

[Information from Howard W. Crocker, Associate Public Records Analyst, University of the State of New York, State Education Department, Albany 1; and Vernon B. Santen, Associate Budget Examiner, Division of the Budget, Albany 1.]

### *North Carolina*

A record management program is one of the functions of the Division of Archives and Manuscripts in North Carolina's Department of Archives and History. A centralized microfilming program, one of the record management activities, serves all State agencies. With minor exceptions, records are now microfilmed only after all records of the agencies have been placed on retention

schedules. The schedules are prepared in the first instance by an archivist and the Records Center supervisor. Their recommendations are submitted for approval to the State Archives, the Director of the Department of Archives and History, and officials of the agency creating the records. The budget of the Department of Archives and History includes the cost of microfilming done for other State agencies. The microfilm program operates in conjunction with the Records Center. The staff is composed of four microfilm operators, three archivists, and one supervisor. The equipment is owned by the department, but the film is processed commercially. Two rolls of film are exposed simultaneously. One is returned to the agency that created the records, and the other is kept at the Records Center for security. During the fiscal year 1956-57, almost 4½ million images were produced, on 567 rolls. Except for 31 rolls, all work was done on 16-mm. film.

The types of records filmed include: paychecks, ledger sheets, income tax summaries, vouchers, closed cases of vocational rehabilitation, law enforcement officers' retirement records, accident registers, membership applications of the North Carolina Burial Association, vital records, payrolls, and financial records.

[Information from Christopher Crittenden, Director; H. G. Jones, Head, Division of Archives and Manuscripts; and Memory F. Blackwelder, Records Center Supervisor, Department of Archives and History, Box 1881, Raleigh.]

#### *North Dakota*

No information.

#### *Ohio*

There is no record management program or central microfilm agency in Ohio, nor was there (at the time of this survey) an established archives. State departments make their own microfilm arrangements, as is permitted under State law. Most filming is done by commercial firms. As an example of what is being done, the auditor is filming the older land records of the State, and the Highway Department regularly films quantities of records dating back as far as 30 years. Some of the Ohio counties are filming records, but this is not a general procedure. Neither the Ohio Historical Society nor any other agency coordinates microfilming.

[Information from John Weatherford, Manuscripts Librarian, Ohio Historical Society, Columbus 10.]

#### *Oklahoma*

The Archives and Records Commission of the State of Oklahoma was created by a statute of 1939, revised in 1947. Application for

microfilming and for permission to destroy records is made to the Commission. Authorization is given for: (1) destruction of records, (2) microfilming and destruction of records, and (3) microfilming and transfer of the records to the Oklahoma State Library. The decision is made after consultation with the State Librarian and Archivist.

The Microfilming Section, Archives Division, Oklahoma State Library, has statutory responsibility for microfilming records, archives, and other documents. This section serves all State departments, charging only for the cost of the film. Equipment costs and the salaries of machine operators are charged to the State Library budget.

The emphasis has been on microfilming noncurrent records. The microfilming of some records, such as election returns, has been kept fairly up-to-date. Authority to microfilm records may come from either the Archives and Records Commission or the State Librarian and Archivist. During the last annual period, most of the microfilming of noncurrent records has been concentrated in the State Industrial Commission, Land Office, Crippled Children's Commission, Vocational Rehabilitation Division, and State Auditor's Office. In addition, an early Territorial newspaper is being microfilmed to establish a complete file. The Uniform Photographic Copies Act was adopted in 1951.

[Information from Ralph Hudson, State Librarian and Archivist, Oklahoma State Library, Oklahoma City 5.]

### *Oregon*

Oregon has a Centralized Microfilming Department in addition to the programs controlled by individual State agencies. The centralized department has 3 full-time employees. Other State agencies employ 11 full-time people and 24 part-time. All film is developed commercially. The centralized department owns its own equipment and is financed by a revolving fund, which was established in 1955 with an appropriation of \$13,400. State agencies repay the cost of service. Five State agencies have had their own programs for several years, one as early as 1947.

[Information from David C. Duniway, State Archivist, Oregon State Archives, Oregon State Library, Salem.]

### *Pennsylvania*

Although there is a good deal of microfilming within the Commonwealth of Pennsylvania, the program is not centralized. The secretary of the Commonwealth has conducted a microfilming pro-

gram for 15 years and has now completed filming most of the older files. Security copies are stored at a distance from Harrisburg. Service on the larger record series, for example corporation charters, is rendered from the films.

The Bureau of Documentary Recording in the Department of Internal Affairs supplies microfilming services to State agencies on request, at approximate cost. Many agencies have their own microfilm programs. The Bureau of Land Records has embarked on a program of filming land records from the 17th century on.

The Office of Administration, within the Office of the Governor, includes the Bureau of Methods Management, which has as one of its functions a record management program. Laws dating back to 1941 permit State agencies to microfilm and to destroy records under pertinent regulations.

[Information from Henry Howard Eddy, State Records Officer, Room 221, Education Building, Harrisburg.]

### *Rhode Island*

The Division of Methods and Office Services conducts a record management program, but little microfilming has been done. There is no central microfilm department, and microfilming is usually done by contract with a commercial firm. The State has adopted the Uniform Photographic Copies Act. Vouchers of the Controller's Office have been filmed for space saving, but as the volume of records in other State departments is not large, it is unlikely that such microfilming will become usual.

[Information from Mary T. Quinn, Assistant for Archives, Department of State, 314 State House, Providence 2.]

### *South Carolina*

South Carolina has no microfilming department, but a good deal of microfilming goes on in the State.

The South Carolina Archives Department uses its own equipment to film records in its custody. Priority is given to records of general research value, but on special order other records are sometimes filmed. Films are sometimes made in order to protect fragile originals from further handling. Positive copies of films with research value are offered for sale. The department is considering a rental system that would make films available to borrowers. Under the sponsorship of the Archives Department, the Genealogical Society of the Church of Latter-day Saints has undertaken to microfilm all State and local records of "genealogical" worth from the period before 1866 and selected records of later dates. Some private

records, such as church records, will also be filmed. In return for their cooperation, custodians of the records receive a positive set of film at no charge. All the films of public records have been deposited with the Archives Department.

Many local government units, especially those of the counties, are filming their records. These records tend to be of more recent date and usually have to do with property. As a rule the film is deposited in the Archives Department.

Several departments of the State government do their own filming, some with their own equipment and some under commercial contract.

[Information from J. H. Easterby, Director, Archives Department, World War Memorial, Columbia 1.]

### *South Dakota*

The South Dakota State Historical Society does extensive microfilming, primarily of archival and historical documents. Some State departments conduct their own microfilming programs, but no agency serves as a central microfilm group for all State departments. The historical society has extensive films of newspapers, county commissioners' records, tax records, and court records, besides a number of journals and diaries and all the early survey maps of the State. The society now has over 2,000 reels of microfilm. State law provides for a commission to authorize the destruction of records, but there is no record management program.

[Information from Will G. Robinson, Secretary, South Dakota Department of History, Pierre.]

### *Tennessee*

The Microfilm Department is part of the Division of Restoration and Reproduction of the State Library and Archives. Its backlog of work has been so great that work from other departments has had to be refused. When such work is accepted, a charge is made to cover the expense of filming. The department films about 10 times as many noncurrent as current records.

The State has no record management program. Before 1957 there was no provision for the destruction of State records unless they had first been microfilmed and unless the destruction had been approved by the department head, the State Librarian and Archivist, and the Governor. Chapter 107 of the Public Acts of 1957 created a Public Records Commission, composed of the attorney general, comptroller, executive director of the Legislative Council, State historian, and State Librarian and Archivist. The commission



is authorized to order the destruction of records that department heads certify no longer have official or administrative value or that could be more efficiently and economically preserved in some other form than the original. This act applies to the executive branch only and provides for outright destruction, preservation in part, or microfilming followed by destruction. Under these provisions records may be destroyed either by specific request or by schedule. There is no statutory bar to prevent a department from microfilming any records, provided it can obtain the funds. Tennessee enacted the Uniform Photographic Copies Act in 1949.

At the State Library and Archives, most of the microfilming has been of newspapers. A great many historical manuscripts in private hands have been microfilmed because the owners have been unwilling to surrender the originals. Microfilming is used by the State Library and Archives with considerable caution. The key points that determine whether or not a record should be filmed are: (1) physical condition necessitating filming in order to preserve the information; (2) importance, justifying the production of security copies; (3) frequent use, necessitating reproduction to protect the originals; (4) production of copies for sale or loan; and (5) size, form, or quantity such that significant savings can be made by filming, provided that the use of the records is not hindered by their being on film.

[Information from Dan M. Robison, State Librarian and Archivist, Tennessee State Library and Archives, Nashville 3.]

### *Texas*

Texas has no microfilm or record management department. Some agencies film records on their own initiative. The Texas State Library is the official depository for archival records. Some of the important files have been microfilmed for sale by a commercial company, which sells copies to the library at a reduced price. The legislature has passed a Uniform Photographic Copies Act.

[Information from Virginia H. Taylor, Archivist, Texas State Library, Austin 11.]

### *Utah*

There is no centralized microfilm department in Utah. Microfilming is carried out in departmental projects by various agencies of State and local governments. An appropriation has been made to the secretary of state, however, to lay plans for a centralized agency to operate under the secretary's jurisdiction with supervision by the State Archivist. Such an arrangement may become effective in July 1958. It is intended that the proposed microfilming agency



will serve all departments and charge them for the work. Not more than 6 State agencies have done any microfilming, and of the 29 counties only 16 have undertaken to film any of their records.

Utah has no record management program. The State Archivist exercises some control over microfilming, in that his approval must be given before any State records may be microfilmed. This authority does not extend to local government records.

[Information from Everett L. Cooley, Archivist, Utah State Historical Society, Division of Archives, Salt Lake City.]

### *Vermont*

Vermont has a centralized microfilm program, operating under the Public Records Commission. The Microfilm Department does all the microfilming for State departments except for one roll a month of vital statistics, which are filmed by the Department of Health on a camera lent by the U. S. Government. Departments are charged for the cost of the developed film. Some of the larger departments, which receive Federal aid, provide personnel for filming and inspecting under the supervision of the Public Records Commission.

The Microfilm Department is concentrating on noncurrent records to be kept at least 50 years. Some noncurrent records to be kept a shorter time are being filmed for security. A number of newspapers are being filmed by the Department while others are being done by their publishers. During the past year microfilming has been concentrated on vouchers, Public Service Commission correspondence, probation and parole index cards, records of secondary school graduates, and teachers' education qualification index cards. Vermont has a limited record management program assigned to the Director of the Public Records Commission. He determines what records are to be filmed and on what basis. Policy matters are determined by the Commission. Authority to destroy public records is granted by the Commission, usually after recommendation by the Director. The Director must approve the filming of records. The Vermont legislature has passed the Uniform Photographic Copies Act.

The acceptance of microfilming in Vermont is satisfactory. Given present limitations of space and personnel, the program is as large as can be handled. It is planned to enlarge the program when space is obtained in the new State office building, at which time a record center will be established.

[Information from Olney W. Hill, Director, Public Records Commission, Montpelier.]

*Virginia*

The State record administrator, supervisor of the record management program, reports to the director of the budget. His office is responsible for the scheduling and destruction of records not considered permanent. Permission to microfilm records was formerly granted by the Governor, but authority to grant permission is now vested in the Records Committee, composed of the State librarian, State comptroller, director of the budget, and State record administrator. This administrator controls a Centralized Microfilming Department that serves all State departments except the Division of Motor Vehicles, which operates an independent program. Charges are made for the work performed, but they include only actual labor and supply costs. The microfilming program involves both current and noncurrent records. The Centralized Microfilm Department has five full-time employees. The film is developed commercially to meet archival standards.

The State Library has maintained extensive microfilm activities in its Archives Division. Microfilming here is done solely for archival and historical purposes. The Library maintains 10 readers. During the past year, the equivalent on film of 45,000 county record books were used for reference.

[Information from Lloyd S. Meyer, State Records Administrator, Governor's Office, Division of the Budget, Richmond; and William J. Van Schreeven, State Archivist, Virginia State Library, Richmond.]

*Washington*

The Microfilm Department operates under the Division of Archives and Records Management as a part of the Department of General Administration. This central microfilm facility is available to all departments on a cost basis. Departments are expected to supply help when an unusual amount of preparation is necessary. Several departments have had their own microfilm programs. The Archives, the State Library, and the Labor and Industrial Department, Liquor Board, and License Department generally have concentrated upon older material. The Vital Statistics Division of the Health Department films current birth and death reports for the Census Bureau. This last job had been done on a planetary machine but has been taken over by the Archives, which now runs the records through on an automatic feed. Under the record management program just being established, a tighter control will be kept over records and the purchase of equipment. Hitherto, any department that could get an appropriation could purchase equipment, and independent agencies and elective offices had even wider latitude.

Fiscal records have been the largest single record series filmed. Filming is running 6 to 8 years behind the current year. Closed cases of the Labor and Industrial Department and motor vehicle titles are other large groups that are filmed. The Archives has been microfilming for the past 5 years, concentrating on many old fiscal records, primarily to save space. There is a Uniform Photographic Copies law.

[Information from Robert C. Nesbit, State Archivist, Department of General Administration, Olympia.]

### *West Virginia*

No information.

### *Wisconsin*

The Microfilm Department is a division of the Bureau of Vital Statistics of the State Board of Health. Microfilming service is available to all State agencies and to all local governmental units. Charges are made for the actual cost plus 10 percent; and labor, materials, rent, and depreciation are all figured in the cost. Except for vital statistics, very few current records are filmed. The microfilm laboratory spends about 75 percent of its time on State records and 25 percent on local records. The Bureau of Vital Statistics and the Department of Public Welfare account for half of the filming of State records. Most of the local records filmed are records of schools.

There is no organized record management program. There has been discussion of such a program in the legislature and a bill has been passed, but no program has yet been established. Heretofore there was no control over microfilming for administrative convenience, and the Committee on Public Records had to approve the filming of permanent records. The effects of the new legislation are yet to be seen.

[Information from J. E. Boell, Chief Archivist, State Historical Society of Wisconsin, 816 State St., Madison 6.]

### *Wyoming*

The Wyoming State Centralized Microfilm Department is an independent unit created by the State legislature in 1955. The law provided for the filming, by the Centralized Microfilm Department, of State, county, and municipal records and for deposit of the film in the State Archives. The Committee on Public Records, consisting of the attorney general, the State Archivist, the microfilm administrator, and the head of the department concerned, have

authority to approve requests for the microfilming and destruction of records. A Uniform Photographic Copies as Evidence Act was passed in 1953.

The first 2 years of centralized microfilming proved very successful, and the 1957 legislature raised the appropriation from \$100,000 to \$144,350 for the 1957-59 biennium. An additional appropriation of \$40,000 was made in 1957 for a traveling unit to film permanent records that are in constant use at the county seats. The county traveling unit is now being established. It will consist of one microfilm operator with a portable microfilm machine and viewer. Territorial records in all counties will be filmed before the statehood records are begun. The original negatives will be stored in the State Archives vault and necessary copies will be furnished the counties at cost. Legislation passed in 1957 allows documents to be temporarily removed from county offices to the Centralized Microfilm Department for filming.

The Centralized Microfilm Department operates two rotary machines and two planetary machines full time. No charge is made to the departments for filming. Copies are furnished the departments when necessary. The original negative is deposited in the vault of the State Archives, as provided by law. The staff has been increased from 7 to 10 full-time employees. About 5 million documents were filmed in the last year. Among the major series were: livestock and Sanitary Board records, brand records, Education Department records, newspapers, tax records, Board of Accountancy minutes, C. P. A. applications, retirement records, and budget officer's records.

[Information from Dorothy K. Taylor, Administrator, Centralized Microfilm Department, 210 Supreme Court Building, Cheyenne.]