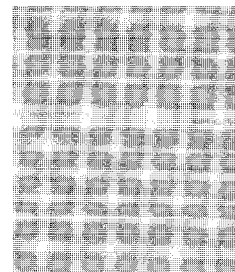
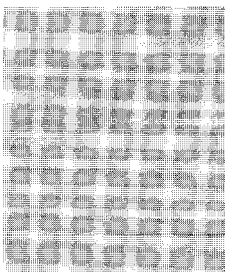
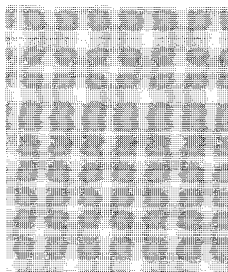
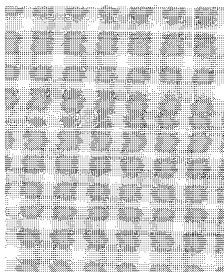


**Standard Recommended Practice —
Identification of Microforms**



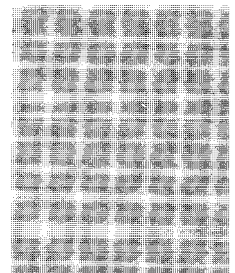
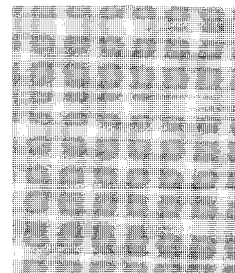
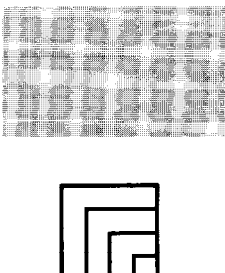
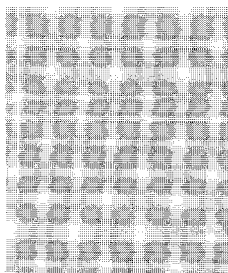
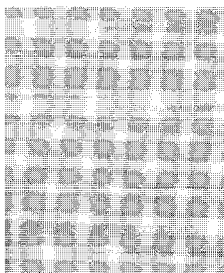
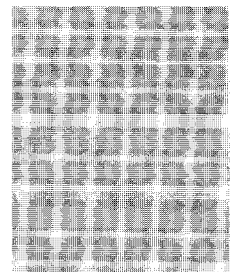
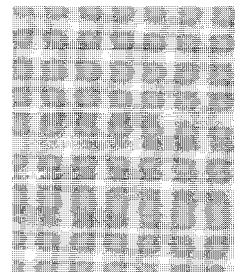
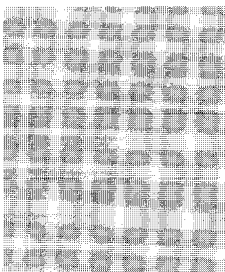
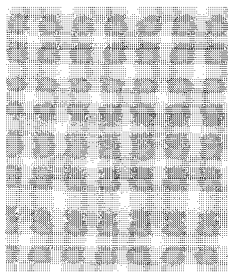
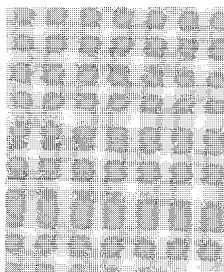
Standard



Approved As



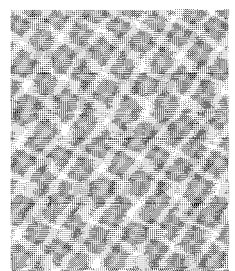
August 18, 1993



AIIM

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ANSI/AIIM MS19-1993

**Standard for Information
and Image Management —**

**Standard Recommended Practice —
Identification of Microforms**

Association for Information and Image Management

This standard identifies ways of identifying microforms of private or public records.

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Foreword (This foreword is not part of American National Standard for Information Image Management ANSI/AIIM MS19-1993 — Standard Recommended Practice — Identification of Microforms.)

This standard is a revision of ANSI/AIIM MS19-1987, Recommended Practice for the Identification of Microforms, which was a revision of ANSI/AIIM MS19-1978, Recommended Practice for the Identification of Microforms. It is a compendium of the following standards that contain sections that refer to the identification of microforms: ANSI/AIIM MS5-1992, Microfiche, ANSI/AIIM MS14-1988, Specifications for 16mm and 35mm Roll Microfilm, and ANSI/AIIM MS23-1991, Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents.

The purpose of this standard is to present, in a coherent format, various ways to identify microforms of private and public records. As written in the foreword of both the 1987 and 1978 versions of ANSI/AIIM MS19, "the practice of requiring... 'fore' and 'aft' certification as

the only legally acceptable substitute for original records is no longer considered viable or acceptable." The mere placement of the declarations does not guarantee the integrity or the completeness of the original records, or the content accuracy of individual documents. However, following the practices as outlined in this standard recommended practice should satisfactorily identify and authenticate the microform copy to meet this requirement as stated in the Uniform Photographic Copies of Business and Public Records as Evidence Act, which has been adopted in some form by most states in this country.

All evidence submitted in court must be identified. By following this standard on the identification of microforms, the user will:

- (1) establish the time/date records were microfilmed which can support the contention that the microfilming was accomplished during the regular course of business;
- (2) identify the individual who performed the microfilming in case testimony from the microfilm operator is necessary; and
- (3) easily index from properly identified microforms.

Correct use of proper identification through appropriate targets will serve to strengthen microfilm programs and help to achieve their universal acceptance.

ANSI/AIIM MS19-1987 referenced ANSI Z39.32-1981, Information on Microfiche Headings, which has since been withdrawn while it is being revised. The National Information Standards Organization (NISO), plans to revise ANSI Z39.32-1981, pending completion of ANSI Z39.62, Eye Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm and Open Reels. This version of ANSI/AIIM MS19 references ISO 5123-1984, Documentation — Headers for Microfiche of Monographs and Serials, in place of ANSI Z39.32-1981.

Suggestions for improvement of this standard are welcome. They should be sent to the Chair, AIIM Standards Board, Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910.

At the time it approved this standard, the AIIM Standards Board had the following members:

Marilyn Courtot, <i>Chair</i>	Association for Information and Image Management
Thomas C. Bagg	National Institute of Standards and Technology
Thomas E. Berney	Consultant
Loretta D'Agnolo	American Express Company
Bruce Evans	3M Company

Bruce A. Holroyd	Eastman Kodak Company
Don Klosterboer	Anacomp, Inc.
E. Brien Lewis	I-NET
Alan S. Linden	Wang Laboratories
Charles A. Plesums	USAA
George Thoma	National Library of Medicine
Charles F. Touchton	IBM
Herbert J. White II	Genealogical Society of Utah

The AIIM Public Records Committee, C18, approved this standard. The committee had the following members at the time this standard was approved:

<u>Name of Representative</u>	<u>Organization Represented</u>
Richard M. Harrington, <i>Chair</i>	Virginia State Library and Archives
Douglas P. Allen	Business Records Corp.
Carl J. Anderson	3M Company
Tom Berney	Consultant
John Breeden	Virginia Retirement System
Kathy Davis	South Jersey Gas Company
Marc R. D'Alleyrand	Computer Retrieval and Imaging Systems
Thomas Dibble	National Center for State Courts
Jeffrey Brownson	Oregon State Archives
Eric Erickson	Genealogical Society of Utah
Cherron Faulkner	Vermont Yankee Nuclear
Clara Jehle	State of Alabama
Edward Johnson	Consultant
Dorthea S. Kane	Henrico County Schools
Stephen C. Kemble	Jorm Microlab, Inc.
Janice R. Kinzer	Pennsylvania Historical and Museum Commission
Lester Kruger	Consultant
Karen-Marie Mason	Arlington County Government
William E. Neale	First Image
William Ptacek	State of Nebraska
Brent Reber	Genealogical Society of Utah
Adele Rehder	Texas State Library
George M. Reid	South Carolina Archives
Mark L. Smith	Naval Air Development Center
Judy G. Sommervell	Sommervell & Associates
Robert Starbird	Mobil Corporation
Herbert S. Wheling	Consultant
Albert H. Whitaker	Massachusetts Archives
Donald G. Wilson	Bank of Canada
William H. Wolchak	South Florida Water Management

American National Standard for Information and Image Management — Standard Recommended Practice — Identification of Microforms, ANSI/AIIM MS19-1993

1 Scope and purpose

1.1 Scope

This document provides methods to identify the contents of microforms. It applies to microfilm generated by federal, state, local and other public instrumentalities, as well as private and non-public organizations. Information on technical and bibliographic targets is given, as well as recommendations for correct image placement.

1.2 Purpose

The purpose of this standard is to present, in a coherent format, various techniques to use to identify microforms of private and public records.

2 Normative references

All standards reports and publications are subject to revision. When the following documents are superseded by an approved revision, that revision may apply.

2.1 Referenced international standards

ANSI/ISO 3334-1991 (ANSI/AIIM MS51-1991), Micrographics — ISO Resolution Test Chart No. 2 — Description and Use.

ISO 5123-1984, Documentation — Headers for Microfiche of Monographs and Serials.

2.2 Referenced American national standards

ANSI/AIIM MS1-1988, Recommended Practice for Alphanumeric Computer-Output Microforms-Operational Practices for Inspection and Quality Control.

ANSI/AIIM MS5-1992, Microfiche.

ANSI/AIIM MS14-1988, Specifications for 16mm and 35mm Roll Microfilm.

ANSI/AIIM MS17-1992, Micrographics — Rotary (Flow) Microfilm Test Chart and Test Target — Description and Use.

ANSI/AIIM MS23-1991, Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents.

ANSI/AIIM MS24-1980 (R1987), Test Target for Use in Microrecording Engineering Graphics on 35 mm Microfilm.

ANSI/AIIM MS28-1987, Alphanumeric COM Quality

Test Slide.

ANSI/AIIM MS111-1993, Recommended Practice for Microfilming Printed Newspapers on 35mm Roll Microfilm.

ANSI Y1.1-1984, Abbreviations for Use on Drawings and in Text.

ANSI/NISO Z39.5-1985, Abbreviations of Titles of Publications.

2.3 Related publications

Skupsky, Donald S., "Recordkeeping Requirements," Denver, CO: Information Requirements Clearinghouse, 1988.

Williams, Robert F., "Legality of Microfilm: Admissibility In Evidence of Microfilm Records," Chicago, IL: Cohasset Associates, 1980.

2.4 Related standards

ANSI/AIIM MS48-1990, Recommended Practice for Microfilming Public Records on Silver-Halide Film.

2.5 Referenced publications

AIIM TR2-1992, Technical Report for Information and Image Management — Glossary of Imaging Technology.

3 Definitions

The following definitions apply to terms that appear in this standard. Other terms are defined in AIIM TR2, Technical Report for Information and Image Management — Glossary of Imaging Technology.

3.1 Target: (1) Any document or chart containing identification information, coding or test charts. (2) Aid to technical or bibliographic control that is photographed on the film preceding or following the document.

3.2 Technical target: Aid to technical control that indicates the reduction and resolution of the film.

3.3 Test chart: Image comprised of different (or a number of the same) test targets, that is designed for test and evaluation of imaging systems.

3.4 Test element: Image designed for test and evaluation of imaging systems, e.g., a specific line of type that is set in a particular point size, a specific collection of horizontal and vertical lines and spaces, a line that represents a specific frequency, i.e., 50 cycle/mm and 152.4mm (6.0 inch) length.

3.5 Test target: (1) Image comprised of test patterns and/or test elements designed for test and evaluation of imaging systems. (2) High-quality form slide used to evaluate computer-output microfilmer quality.

4 Roll film targets

Roll film targets for 35mm and 16mm microfilm are identifiers placed at the beginning and end of each microform. Microforms produced from paper source documents are imaged with such targets filmed at the same reduction as the documents. Microforms produced on computer-output microfilm (COM) recorders are imaged by the COM device through software or hardware commands. Targets and formats are described herein. See Annex A, Blank targets and forms.

4.1 Computer-output microfilm rolls

4.1.1 Quality To assure the quality of alphanumeric COM-generated images up to 1:48 reduction, reader image inspection should be performed. An additional test to verify quality of the COM recorder output using an unchanging form slide image can be carried out with ANSI/AIIM MS28. This slide should be exposed and evaluated as described in ANSI/AIIM MS1.

4.1.2 Titling information When using software or hardware commands or labeling the outside of a microfilm container, the following eye-readable titling information should appear:

- (1) Name of organization or custodian of the documents.

- (2) Name of report or document series.
- (3) Run date.
- (4) Start (to appear on the film before information run).
- (5) End (to appear on the film upon completion of the information run).

4.2 Source document microfilm rolls

4.2.1 Targets All targets should be filmed before, and face in the same direction as, the documents to which they relate.

4.2.2 Retake targets When frames on a roll of processed camera film are rejected or when missing material is subsequently located, the documents contained on those frames should be refilmed or filmed. The documents should be grouped in proper sequence and refilmed or filmed in the following sequence.

The first retake target should contain the following information:

- (1) Start of retakes for roll number_____.
- (2) The second target should be a technical target as described in section 4.2.5 (of this standard).
- (3) The third target should be a special target, if applicable. See Figure 1, Test target: reflectance,

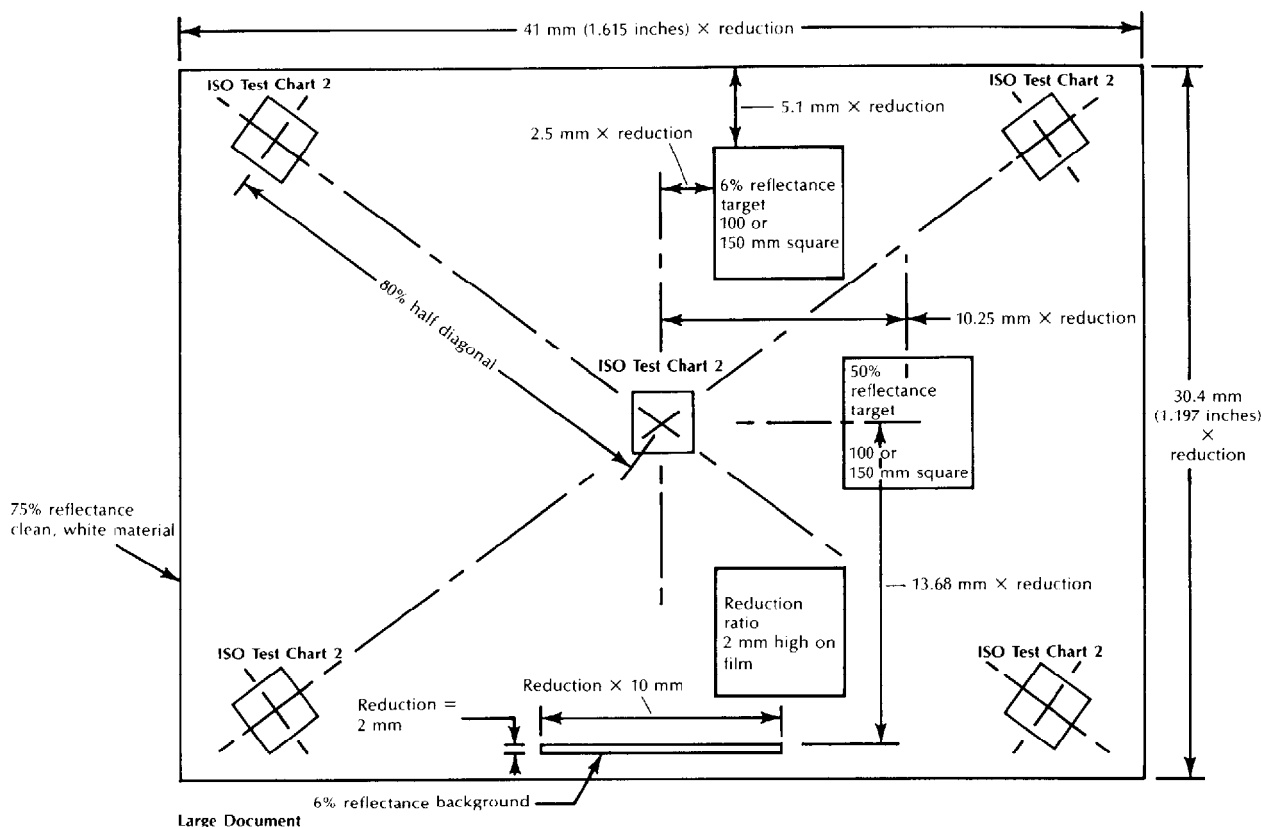


Figure 1 — Test target: reflectance, resolution and reduction ratio

resolution and reduction ratio and section 4.2.6 (of this standard). Retake documents should be filmed.

- (4) The end retake should contain the following information: End of retakes for roll number_____.

The complete retake film should be spliced in front of the START target or after the END target, or at its ap-

propriate place within the filmed documents. See Figure 2, Microfilming sequence.

4.2.3 Start target The letters in the word "START" should appear large enough so that the image on the film will be at least 2.0mm (0.08 inch) high and can be read without magnification. See Annex A, Blank targets and forms.

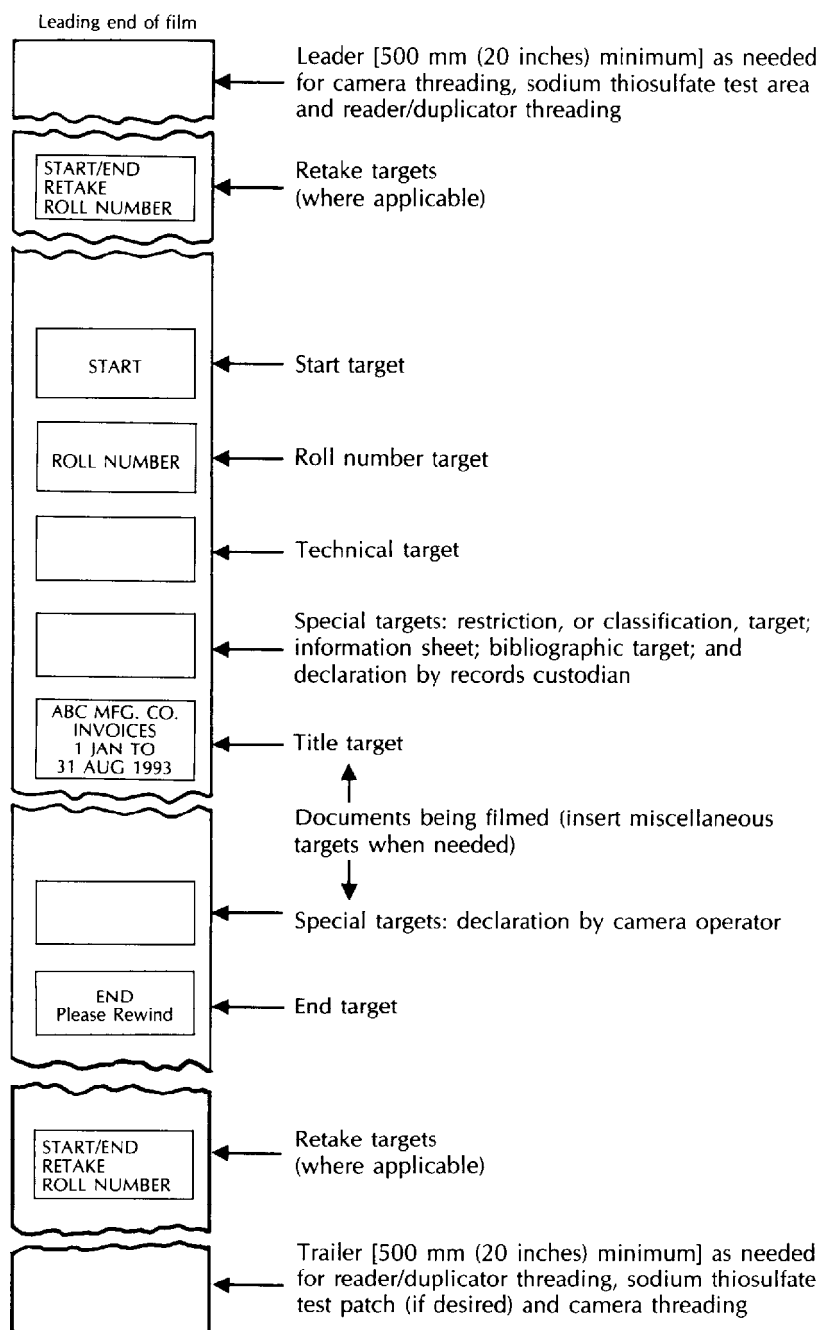


Figure 2 — Microfilming sequence

4.2.4 Roll Number target Numerals should be large enough so that their image on the film is at least 2.0mm (0.08 inch) high. The roll number may be used in the indexing system to indicate the roll on which the desired documents are located. See Annex A, Blank targets and forms.

4.2.5 Technical targets

4.2.5.1 Planetary camera test targets Test targets for planetary cameras should be similar to Figure 1, Test target: reflectance, resolution and reduction ratio, or Figure 3, AIIM X303 Planetary camera test chart.

The test target in Figure 1 is generally used when microfilming large documents, such as engineering drawings or newspapers (see ANSI/AIIM MS24 and ANSI/AIIM MS111). For engineering drawings and newspapers, the density of the 50 percent test element or reflectance patch on camera film should be 1.0 to 1.2 to ensure correct exposure and reading of resolution targets. The 6 percent reflectance target approximates black ink on drawings. Figure 3, AIIM X303 Planetary camera test chart, is referenced in ANSI/AIIM MS51 and is used when microfilming small documents.¹

If certified resolution targets (or charts) are required, the National Institute of Standards and Technology (NIST) 1010A, Microcopy Resolution Test chart, should be used. These targets are available from NIST.²

4.2.5.2 Rotary camera test charts ANSI/AIIM MS17 defines a rotary camera test chart and how to use it. See Figure 4, AIIM X112 and X113, Rotary camera test chart.

4.2.6 Special targets The following are samples of targets that may be required for special purposes. See Figure 2, Microfilming sequence.

4.2.6.1 Restriction or classification target Any restrictions on access or use, including further reproduction or security classification, should be specified. The source of the classification (law, administrative determination, donor or copyright) should also be specified. If the restrictions apply for a period of time, e.g., 20 years, the ending date of the restriction should be given, e.g., January 15, 2012.

4.2.6.2 Bibliographic target If required, a bibliographic target may be used on microfilm that is either to be acquired immediately by libraries or archives, or that is likely to be deposited in a library or archive at a later date. See Figure 5, Bibliographic target and Annex A.

¹**Obtaining the Charts.** X303 Planetary Camera Test Chart, X112 Rotary Camera Test Chart (Plastic) and X113 Rotary Camera Test Chart (Paper) are available separately from this standard from the Association for Information and Image Management (AIIM), Publications Sales, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910; telephone (301) 587-8202 and fax (301) 587-2711 and other sources.

The purpose of this target is to ensure that the microfilm receives the same identification and description as does the original material. The target may be omitted from microfilm intended only for short term use. The target is concerned with bibliographic data and this identifying information must be supplied by the custodian of the material *before* microfilming. The camera operator is not normally in a position to supply such information. If the information is not submitted with the order, the camera operator should request it. The headings in the target are self-explanatory, except as follows: the author and title entries shall refer to the original material as it is to be filmed. If only a segment of a publication is to be filmed, author and title shall describe only that segment, with a citation of the entire original publication in parentheses. Care must be taken to show clearly which part of the original publication appears on the film. The location of rare and special copies of books should be given. If the material is located in numerous places, this information should be given.

4.2.6.3 Title target(s) Title target(s) should be included and contain, at a minimum, the following information: Full identification of the organization, institution or governmental entity for which the microform is being produced; name and title of the records custodian/officer at the time of filming; name and location of service bureau if filming is done by a vendor; reduction ratio; and series title and any dates, volume numbers or serial numbers needed to clearly identify the records. It may also be useful to include additional information on the Title target(s) such as image orientation, microform format and size, policy with regard to destruction of originals, and/or types of equipment utilized. See Figure 6, Title target and Annex A, Blank targets and forms.

The use of an abbreviated eye-readable title target is also recommended. See ANSI Y1.1 and ANSI Z39.5 for abbreviations. The letters should be large enough so that the image on the film is at least 2mm (0.08 inch) high, up through a reduction of 1:24.

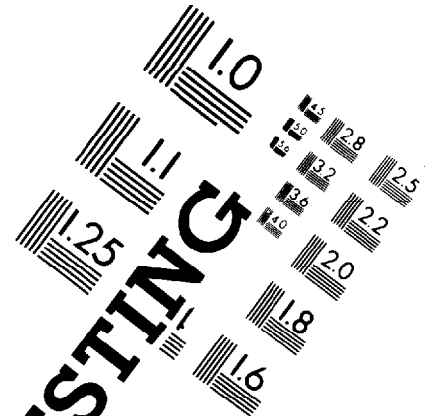
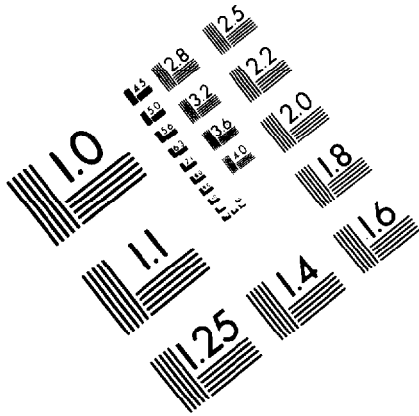
For unpublished records and manuscripts, the target should give the name of the organization or institution, the name of the unit or office whose records are involved, the title(s) of the records' series, and other necessary information, such as dates and file arrangement. For example:

(continued on page 9)

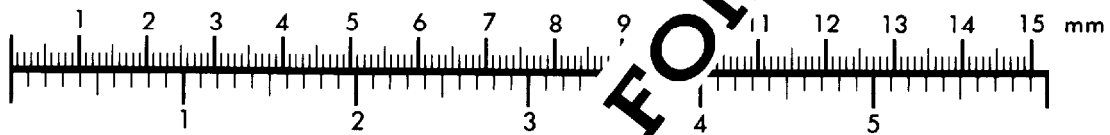
² National Institute of Standards and Technology (NIST), Office of Standard Reference Materials, Building 202, Room 204, Gaithersburg, MD 20899; telephone (301) 975-6776 and fax (301) 948-3730.



AIIM



Centimeter



Inches



NOT TO BE USED FOR TESTING

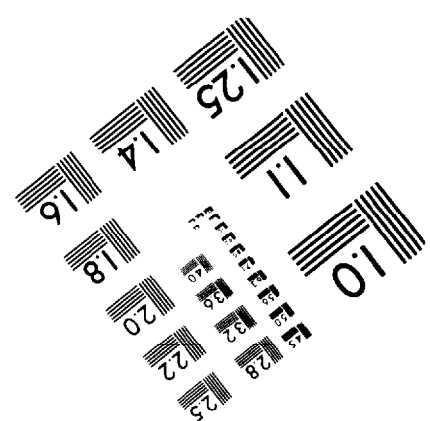
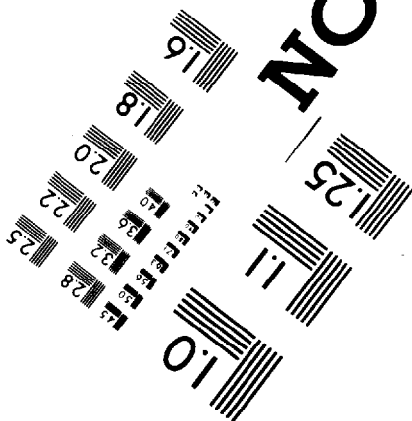


Figure 3 — AIIM X303 Planetary camera test chart