



RECORDS RETENTION AND DISPOSITION SCHEDULE

Archives and Records Administration. Micrographics Division.

Agency: Micrographics Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2011-01	CERTIFICATION OF COMPLIANCE/VERIFICATION, SF 42775 A public agency subject to IC 5-15-5.1-1 that has records microfilmed by the Archives and Records Administration must inspect and verify the microfilmed records for completeness and legibility, submitting a certification form to IARA per 60 IAC 2-2-3(10). The agency's copy of that certification is part of their microfilm documentation file (R.S. GRMSC-1 on the General Retention Schedule); this record series covers IARA's copy.	DESTROY after three (3) years.
2	82-402	MICROFILMING LOGS (SF 36051) This log is the documentation of what is contained on all rolls filmed by the Archives and Records Administration.	DESTROY when all corresponding microfilm is destroyed.
3	82-404	START SHEETS (SF 63) AND MICROFILMING CERTIFICATES (SF 40724) Information on what is on each roll of film and the authority for filming. These go at the beginning and end of each roll of film. (SF 40724)(SF 63)	DESTROY upon completion of each roll of film.
4	84-54	LOG OF MICROFILM PROCESSING, SF 23562 This log is the record of all microfilm processed by the State Imaging and Microfilm Laboratory staff of the Archives and Records Administration. Information recorded consists of the processing date, roll number, type of record, density and any problems noticed on the microfilm.	MICROFILM according to 60 IAC 2 on receipt of sufficient volume to complete a roll. DESTROY hard copy after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention.
5	84-55	REQUEST FOR RETAKE, SF 126 The form/completed record lists all work that has to be re-filmed and spliced onto a microfilm roll.	DESTROY after verification of re-filmed images.