

Content

Title :	The Implementation Regulation for the Management of Records Stored on Microfilm 
Date :	2005.09.28
Legislative :	1. The Regulation are promulgated by the National Archives Administration via (90) Tang-Mi No. 0002054-2 Decree dated December 12, 2001. 2. Amendment to Articles 21 and 23 per the National Archives Administration Decree No. Tang-Dian 09400040751 dated September 28, 2005.
Content :	Article 1 This Regulation is prescribed in accordance with paragraph 1 of Article 9 of the Archives Act (hereinafter referred to as the Act). Article 2 The terms used in this Regulation are defined as follows: 1. Microfilming: refers to the use of photographic methods to reduce files to silver halide films or other procedures suitable for long-term preservation of films. 2. Original document: refers to the original file taken for microfilming by photography. 3. Microfilm master: refers to the microfilm photographed directly from the original document. 4. Microfilm duplicate: refers to the microfilm copied from the microfilm master. 5. Frame: refers to the image obtained by one exposure of the microfilm in the camera. 6. Certification: refers to the process by which the records management agency certifies that the contents of micro- records and their copies are identical to the contents of the original records. Article 3 The microfilming of records shall be handled by the agency that manages the records; when necessary, it may be outsourced. Article 4 Microfilm materials, microfilming and processing equipment shall all comply with national standards. Article 5 In principle, permanent records and temporary records shall be photographed on separate microfilms. Article 6 Classified records and general records shall be photographed on separate microfilms. When classified records are being photographed, a classified marking and a proper warning shall also be photographed at the beginning and the end of the microfilm. Article 7 In principle, the microfilm master is to store records. If one applies for retrieval or access of records, microfilm duplicate shall be used in priority. The production of microfilm duplicate under the preceding paragraph shall be approved by the responsible authority. The Microfilm master and the microfilm duplicate shall be preserved in separate places.

Article 8

Before microfilming records, the fastener may be removed. However, attention shall be paid to the order and the original state shall be restored after the completion of microfilming.

Article 9

When microfilming records, the records management division and microfilming division shall provide a statement, which shall be photographed at the beginning and the end of the microfilms together with a resolution test card.

The beginning statement under the preceding paragraph shall specify the following matters:

1. The production division for the original.
2. File number and file name of the original.
3. The beginning and ending serial numbers of the original.
4. The situation of the original after photographing.
5. The preservation division of microfilm master, name of the manager and writing date.

The ending statement under the first paragraph shall specify the following matters:

1. The production division for the original.
2. The preservation division for the original.
3. Microfilm number, the beginning and ending serial numbers and the total amount.
4. The format, material, reduction ratio and the order for the images of microfilm master.
5. Microfilm number to be photographed or microfilm number to be continuing this roll (film).
6. The microfilming division, name of the photographer and the date of completion for photographing.

Article 10

Each frame of a microfilm shall be specified with a serial number or coordination.

Article 11

When microfilming, one shall notice that the content and the order on the completed microfilm master shall be the same as those on the originals. If there are any errors or missed shots, they shall be corrected immediately.

Article 12

The images on the completed microfilm master shall be clear. Their background density, resolution and fixer residue shall comply with the national standards and shall be inspected by the officer from the central archives competent authority periodically.

Article 13

After the completion of the microfilm master, it shall be inspected item by item according to the items specified in Articles 4 to 6 and Articles 9 to 12; if it is inconsistent with the specified items or cannot be corrected, the entire roll (film) shall be discarded and a new film shall be produced. If the microfilm master is determined to be qualified after inspection, the inspector shall personally specify the name and inspection time at the beginning and the end of the un-disposed part of such microfilm.

Article 14

When the completion of the photographing of microfilms, the certification of the records stored on the microfilm master shall be completed by the agency preserving the records item by item to ensure that the content and the order are the same as those on the original and at the beginning of un-disposed part of the microfilm and its cover package shall be marked as "the same as the originals" .

Article 15

When the completion of the photographing of microfilms, the certification of the records stored on the microfilm duplicate shall be completed by the

agency preserving the record item by item to ensure that the content is exactly the same as those on the microfilm master and at the beginning of un-disposed part of the microfilm and its cover package shall be marked as "the same as the original microfilm master" .

Article 16

After the content on the hard copies printed from the records stored on the microfilm is certified as being exactly the same as those on the microfilm, the first page shall be affixed a seal of the responsible division and be marked as "the same as the originals" .

Article 17

The package cover of the microfilm shall specify the microfilm number, classification level, name of the division conducting microfilming, date of microfilming and retention period and so forth. If it is a microfilm duplicate, it shall be marked as "duplicate" and specified with its number.

Article 18

A microfilming process log shall be set up for records microfilming process.

Microfilming records shall contain matters set forth in Articles 9, 13 and 17.

Microfilms and their records under the preceding paragraph shall be preserved by the responsible officer. The records' retention period shall be the same as the microfilm' s. When necessary, they can be preserved on microfilm.

Article 19

After the original documents are microfilmed, the records manager shall specify the microfilm number, the preservation division of microfilm master and the situation of the originals on the records catalogs.

Article 20

The storage place for microfilms shall have proper measures for environmental control and security control in order to prevent damage and loss.

The measures under the preceding paragraph shall comply with the Standards for Records Repositories and other relevant requirements prescribed by the central archives competent authority.

Article 21

Microfilms shall be inspected periodically. If there is any deterioration or damages, they shall be restored appropriately. If they cannot be restored, the whole roll (film) shall be discarded and they shall be reproduced. If they cannot be reproduced, this situation shall be specified on the records catalogs.

The reproduction of microfilm master shall comply with Articles 3 to 6 and Articles 8 to 19.

The destruction of the discarded microfilms under the first paragraph mutatis mutandis Article 13 of the Regulation on the Retention Periods and Destruction of Agency Records prescribed by the central archives competent authority.

Article 22

Production and destruction of microfilms shall comply with relevant environmental protection laws and regulations.

Article 23

This Regulation shall come into force from the date of the Act coming into force.

Amendments to this Regulation shall come into force from the date of promulgation.

