

Filed March 31, 1964
1:15 P.M.

STATE OF WISCONSIN)
SS
COMMITTEE ON PUBLIC RECORDS)

PR 1

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Chairman of the Committee on Public Records, and custodian of the official records of said Committee, do hereby certify that the annexed amendment and rules, relating to microfilm standards, were duly approved and adopted by this Committee on April 2, 1964.

I further certify that said copies have been compared by me with the originals on file in this committee and that the same are true copies thereof, and of the whole of such originals.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal* of the department at the Capitol, in the city of Madison, this 2nd day of April A. D. 1964.

*

Wayne J. McGowan

ORDER OF THE COMMITTEE ON PUBLIC RECORDS
ADOPTING AMENDMENT AND RULES

Pursuant to authority vested in the Committee on Public Records by section 16.80, Wis. Stats., the Committee on Public Records hereby adopts and amends rules as follows.

Section PR 1.01 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

PR 1.01 (4) Applicability. The above standards are applicable to cities and villages under section 18.01 (5) (c), Wis. Stats., 1961.

Sections PR 1.02 and PR 1.03 of the WISCONSIN ADMINISTRATIVE CODE are adopted to read:

PR 1.02 DOCUMENTARY STANDARDS FOR PERMANENT PHOTOGRAPHIC RECORDS

(1) Purpose. The purpose of this rule is to prescribe procedures followed in the arrangement, identification, indexing and photographic reproduction of documents so that the microfilm copies will preserve the integrity of and be adequate substitutes for the original records and admissible in evidence in all courts and all other tribunals or agencies in all cases where the original documents are admissible.

(2) Procedure for State Agencies. Whenever records of state agencies are microfilmed under section 16.80(7), Wis. Stats., the following documentary standards shall be followed:

(a) Photograph a title target at the beginning of each roll showing:

1. Name of agency.
2. Brief title of record series and date of initial document photographed.
3. Records disposal authorization number.

(b) Photograph a camera operator's certificate (Form CPR 10) at the end of each roll showing:

1. Records disposal authorization number.
2. Roll number.
3. Brief title of records series and inclusive dates of records.
4. Brief description of the first and last document on the roll or part of roll of film.
5. A statement signed by the operator substantially as follows:
"I certify that I have on this day of, 19....., photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats."

(c) When the rolls are sent out for processing, send a statement of compliance (Form CPR 11) with the film for signature by the processor, showing:

1. Name of agency.
2. Brief title of records series and inclusive dates of documents.
3. Records disposal authorization number.
4. A statement signed by the processor substantially as follows:
"I certify that the film listed above complies with the minimum standards of quality for permanent photographic records, as established by the Committee on Public Records and that the film was processed and developed in accordance with minimum standards established by the committee."
5. A statement signed by the head of agency or designated representative substantially as follows: "I certify pursuant to section 16.80(7)(c), Wis. Stats., that this record series has been photographed on the reels of film listed above."

(3) Procedure for Cities and Villages. Whenever records of cities or villages are microfilmed under section 16.80 (7), Wis. Stats., the following documentary standards shall be followed:

- (a) Photograph a title target at the beginning of each roll showing:
1. Name of city or village and department or agency that created or filed the record.
 2. Brief title of records series and date of initial document photographed.
 3. Date of records disposal ordinance and identification number of the records series on the list or schedule.
- (b) Photograph a camera operator's certificate at the end of each roll showing:
1. Date records were microfilmed.
 2. Roll number.
 3. Brief title of records series.
 4. Date of records disposal ordinance and identification number of the records series on the list or schedule.
 5. A brief description of the first and last documents on the roll or part of a roll of film.
 6. A statement signed by the operator substantially as follows:
"I certify that I have on this day of, 19...., photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats."

- (c) When the rolls are sent out for processing, send a statement of compliance with the film for signature by the processor, showing:
1. Name of city or village and department or agency that created or filed the record.
 2. Brief title of records series and inclusive dates of records.
 3. Date of records disposal ordinance and identification number of the records series on the list or schedule.
 4. A statement signed by the processor substantially as follows:
"I certify that the film listed above complies with the minimum standards of quality for permanent photographic records, as established by the Committee on Public Records and that the film was processed and developed in accordance with minimum standards established by the committee."
 5. A statement signed by the head of the department or agency or his designated representative, that created or filed the record substantially as follows.
"I certify pursuant to section 16.80(7)(c), Wis. Stats., that this record series has been photographed on the reel of film listed above."
Or this statement may be omitted if a statement for each record series or schedule such as the following was filed before the filming started:
"I, (name), employed by (city or village), do hereby declare that the records microfilmed herein are the actual records of the (department or agency and record title) created during its normal course of business, and that:
It is the express intent and purpose of this organization:
 - a. to destroy, or
 - b. to otherwise dispose of the original records, or
 - c. in the case of records microfilmed for security purposes return records to (department or agency) and file security copy of the microfilm in a safe depository.

and that:

The destruction, disposition, or returning of the records microphotographed on this reel is only to be accomplished after inspection of the microfilm to assure completeness of coverage, and that:

It is the policy of this organization to microfilm and dispose or return original records as part of the planned organizational operating procedure."

Date _____ 19 _____
(month) (date) (signature)
Place _____
(city) (state) (title)

(department)

(d) File completed statements of compliance with the city or village clerk or other properly designated official.

PR 1.03 PROCEDURE FOR MICROFILMING RETAKES

(1) Purpose. Whenever records of a state agency, city or village are microfilmed under section 16.80 (7), Wis. Stats., and documents in the records series are illegible on the processed film, or were missing when the record series was microfilmed, the documents shall be microfilmed as retakes.

(2) Procedure for State Agencies.

(a) Photograph a retake title target showing:

1. Name of agency.
2. Brief title of records series and inclusive dates of records.
3. Records disposal authorization number.

(b) Microfilm the documents which were illegible or missing.

(c) Microfilm a camera operator's retake certificate (Form CPR 13) showing:

1. Name of agency.
2. Brief title of records series and inclusive dates of records.
3. Roll number.
4. Records disposal authorization number.
5. A brief description of the first and last document on the roll or part of a roll of film.
6. A statement signed by the operator substantially as follows: "I certify that I have on thisday of....., photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats., and I further certify that the images appearing above between the retake title target and this certificate are:

_____ True copies of records in the series described above, which records were not available at the time the series was originally photographed.

_____ True copies of records in the series described above, microphotographs of which proved unsatisfactory on inspection of the original microfilm roll.

The records appearing on this retake were records in the series described above, and were photographed as an addendum to be attached to the original roll of film."

(d) When the processed retake strip has been inspected and found legible, it shall be spliced at the beginning or the end of the roll of microfilm which contains the illegible images or which should have contained the missing documents.

(3) Procedure for cities and villages.

(a) Photograph a retake title target showing:

1. Name of city or village and department or agency that created or filed the record.
2. Brief title of records series and inclusive dates of records.
3. Date of records disposal ordinance and identification number of the records series on the list or schedule.

(b) Microfilm the documents which were illegible or missing.

(c) Microfilm a camera operator's retake certificate showing:

1. Name of city or village and department or agency that created or filed the records.
2. Date records were microfilmed.
3. Roll Number.
4. Date of records disposal ordinance and identification number of the records series on the list or schedule.
5. A brief description of the first and last document on the roll or part of a roll of film.
6. A statement signed by the operator substantially as follows:

"I certify that I have on this.....day of....., 19....., photographed the above described documents in accordance with the standards and procedures established by section 16.80, Wis. Stats., and I further certify that the images appearing above between the retake title target and this certificate are:

_____ True copies of records in the series described above, which records were not available at the time the series was originally photographed.

_____ True copies of records in the series described above, microphotographs of which proved unsatisfactory on inspection of the original microfilm roll.

The records appearing on this retake were records in the series described above, and were photographed as an addendum to be attached to the original roll of film."

(d) When the processed retake strip has been inspected and found legible, it shall be spliced at the beginning or the end of the roll of microfilm which contains the illegible images or which should have contained the missing documents.

The amendment and rules contained herein shall take effect pursuant to authority granted by section 227.026(1).

Dated: April 2, 1964

COMMITTEE ON PUBLIC RECORDS


Wayne F. McGown, Chairman