

0910.09 Obtaining Duplicate Copies of Microfilm

Issued: May 17, 2012

SUBJECT: Obtaining Duplicate Copies of Microfilm.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To describe how to acquire duplicate copies of microfilm.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Records Management Services (RMS)
Records Center Operations
3400 N. Grand River Avenue
P.O. Box 30026
Lansing, MI 48909

TELEPHONE: 517-335-9132

FAX: 517-321-3408

SUMMARY: Agencies may acquire copies of microfilm.

APPLICABLE FORMS: DTMB-0510 Microfilm Duplication Job Order
See the [Records Management Services](#) website for more information.

PROCEDURES:

Agency:

- Identifies the microfilm to be duplicated. Identifies the Records Center Box by the barcode number assigned to the box in which the microfilm is stored.
- Completes the Microfilm Duplication Job Order (DTMB-0510) and submits it to Records Management Services.
- Reviews the finished products for quality and completeness.

Records Management Services:

- Receives the DTMB-0510 and enters a service request into the records management system to check out the microfilm.
- Gives the DTMB-0510 and the service request to the state contracted vendor for handling.
 - If the microfilm is stored at the State Records Center (vs. the vendor's facility), State Records Center staff will pull the microfilm and provide it to the vendor with the above paperwork.
- Sends the duplicate microfilm to the agency.
- Checks the microfilm back into the State Records Center.
