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## Local Records Program Checklist for Grant Funded Imaging Projects

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**The following steps should be followed in preparing projects for imaging, whether by grantee, or vendor. This checklist may be used as a guide for basic imaging prep.**

- All fasteners such as paper clips, staples, etc. have been removed.
  - Extraneous materials have been removed.
  - Torn pages have been mended with a minimal amount of archival tape.
  - Folded documents have been flattened.
  - Records are arranged in the appropriate order.
  - Title targets have been prepared and inserted with the record series, box/file or volume as appropriate.
  - Filming targets are inserted as necessary.
  - Boxes are clearly labeled and numbered.
  - Accurate series inventory/shipping list prepared for vendor.
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- Title targets indicate series information. A target must be included for each separate record series and should include the Name of the County/City, Office, Series title, Inclusive dates, and Arrangement information.
  - Include a separate target for each bound volume in a series. The information should include: series title, and volume number.
  - It is not necessary to provide a target for each file, if the operator leaves a space on the roll. However, if the file folder or jacket contains information such as case number, it should be filmed. (Office holders should take this into account when soliciting bids.)
  - Filming targets are more of an explanation than identification. For example: BLANK PAGE, PAGES 30-89 ARE BLANK, MISSING PAGE. It is a good idea for the office holder to provide these targets or state in the contract with the vendor that no blank pages are to be filmed and that appropriate filming targets are to be included.
  - Office holders are responsible for insuring that the records are in order when received by the vendor and that they are accompanied by a packing slip. A copy of the microfilm checklist may suffice.