



Transfer for Scanning

All records transferred to the Records and Archives for scanning, must be permanent records and will be converted to microfilm. Boxes being sent for microfilming must:

1. **Be in standard sized record boxes. (No printer paper boxes)**
2. **Weigh no more than 30 pounds.**
3. **Must have the Clinton County Records and Archives standard box label, a box inventory sheet and be prepped according to the instructions below.**

Prepping the Records

- All records must be delivered in our specified record boxes. Any other boxes will be sent back to department.
- Each file must contain face sheet that is **eye legible** for the microfilm. All files will be indexed using the information on the face sheet. Keep the index name around 65-70 characters.
- Use the **provided face sheet** as a **templet** for your department.
- Face all documents in the **same direction** and in the order in which they are to be filmed.
- Remove all staples, binder clips, paperclips, etc. When removing staples separate each page, as they sometime stick together after the staple is removed.
- Mend all torn documents with tape.
- Unfold all documents within the file.
- Unfold all bent corners.
- Break apart any computer run paper or booklets, etc...
- All files **MUST** contain the following targets: Start of File and End of File. Each file should begin with a **Face Sheet**, followed by the **Start of File** and then the very last page is the **End of File**.
- Insert the following targets when needed: Missing Page, Dual Sided Documents, and Difficult to Read. All targets to be used are included down below. Only use the targets provided; do not create your own. For Dual Sided Documents please include the number of documents in the file that are dual sided.
- Small pieces of paper, post it notes, or smaller notes need to be taped to a larger sheet of paper.
- Every record included is filmed; if a record contains doodling or incidental writing and that is not to be filmed make changes that are necessary. If there is information in the file that is not public record please remove from the file before you send it to be filmed.



- If a “Post It” for example or any other piece of paper is obscuring information on the document move it to an area where no information is obscured, or move it to the back side of the document.
- If you include any type of media other than paper in the file it is your departments responsibility to take the information off the media and include it in the file. Any CDs, Flash Drives, Disks, SD Cards etc. that are given with the files will not be opened by the microfilm technician unless otherwise specified with technician.
- File that includes oversized documents larger than 11” X 14” please contact **Holly Bernard**.
- If the file folder is to be scanned place a photo copy of the folder in the file.
- Submit a signed **Certification** with the records. Certification copy is included below.
- Box Inventory List for **each** box inside must be placed at the top of each box. The box inventory sheet will serve as a reference for the imaging technician for verification purposes and indexing.
- Contact **Holly Bernard**, *Microfilm Technician* if you have any questions.

Target Sheets

All files **must have** appropriate target sheets. Below are the target sheets to be used. The face sheet is to be created by the department, and contains the important information for that file.

The following targets are to be used in files. All files will have a Face Sheet, Start of File and End of File; all other targets can be used if they are required.

- Face Sheet
- Start of File
- Missing Page
- Dual Sided
- Notice
- End of File

Certification

The certification form indicates that the records being sent to be scanned are the original documents of the department. To re-use this certification for each subsequent delivery, send one with the Elected Official or Department Head, title, office name, and signature of the department head completed. If the department head or official changes, a new form will need to be created.

See Certification at the end of this document

START OF FILE

Clinton County Office

**Information of
File that will
be used as
Index**

**Missing
Page**

Notice

**This page is difficult
to read due to the
condition of the
original document**

**THE
FOLLOWING
DOCUMENT
IS DUAL
SIDED**

THE FOLLOWING

_____ DOCUMENTS

ARE DUAL SIDED

**END
OF
FILE**

CERTIFICATION

The undersigned _____

(Name of Elected Official or Department Head)

being the _____ of Clinton County Ohio does hereby
(Title)

certify and attest that the documents being delivered to the Clinton County Records &

Archives as noted on Exhibit A which said exhibit is attached hereto and incorporated herein

by reference, are the original documents of the _____ (Office Name)

have been kept in the normal course of business and are being delivered to the Clinton County
Records & Archives for the purpose of microfilming reproduction, or housing.

This certification is being executed at the

On this _____ day of _____

(Elected Official or Department Head)

(Received by)

(Date)