



Transfer for Scanning

In order to transfer boxes to the Records and Archives for scanning, the record must be permanent and converted to microfilm. Boxes being sent for microfilming must:

1. **Be in standard sized record boxes (no printer paper boxes), and weigh no more than 30 pounds**
2. **Have the Clinton County Records and Archives standard box label, prepped files, and box inventory sheet.**

Prepping the boxes

- All records must be delivered in our specified record boxes. Any other boxes will be sent back to department.
- Make a face sheet for **each file** it must be **eye legible** for the microfilm. We will index the files using the information on the face sheet.
- Use the **provided face sheet** as a **templet** for your department. Note: this face sheet supersedes all previous face sheets.
- Face all documents in the **same direction** and in the order they are to be filmed
- Remove all fastening devices: 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 with overlap portion on front side of document
- Unfold all bent corners
- Break apart any computer run paper or booklets, etc...
- Insert all needed targets – Start of File, End of File, Missing Page, etc. All targets to be used are included down below. Only use the targets provided; do not create your own.
- Small pieces of paper, post it notes, or smaller notes need to be taped to a larger sheet of paper.
- What we see is what is filmed (if doodling or incidental writing or such is not to be filmed take appropriate measures to correct it) If there is information in the file that is not to be seen please remove from the file or specify DO NOT FILM.
- 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.
- Oversized documents such as maps, etc. please contact **Sharon Allen**.
- 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.



- Place a Box Inventory list for **each** box inside the box on top of the files. The box inventory sheet will serve as a reference for the imaging technician for verification purposes.
- Contact **Sharon Allen** 937-383-3271 if you have any questions.

Target Sheets

Files to be filmed **must have** appropriate target sheets to help the person viewing the microfilm know where files start and end and anything else that they wouldn't be able to infer without the paper copy.

See examples of target sheets at the end of this document for:

- Face Sheet
- Start of File
- Missing Page
- 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. Then the Scanning Technician will make copies of this form and fill in the appropriate dates each time a new transfer is received for scanning.

See Certification fillable form at the end of this document.

Clinton County Office

Doe, Jane

Vs

Doe, John

Case # 123456

START

OF

FILE

**Missing
Page**

Notice

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

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)