

# Targeting and certification of microfilm

South Carolina Department  
of Archives and History  
*Archives and Records  
Management Division*

**Introduction** Targeting is an integral part of the microfilming process for state and local government records. Targets are used to identify the records being filmed, to serve as finding aids to those records, to conduct quality tests of the film, and to provide the certification needed to ensure that the film will be accepted in court in lieu of the original records.

**Legal targets** Although the form of legal targets may vary, the rules of evidence state that two elements must be present. First, there must be a statement on the film saying that the records being filmed were created in the normal course of business. Second, the microfilmer, at the time of filming, must certify that the film is an accurate and complete reproduction of the original records.

**Other targets** Beyond the requirements that legal targets fulfill, other targets are required for the efficient use of microfilm. To retrieve information, users employ readers that display only one or two frames at a time—a limited view that makes it difficult to know how the records are ordered. Informational targets, by indicating major divisions in the records, help users locate individual documents quickly.

**Placing the targets** Targets must be inserted before the documents to which they refer before filming begins, they must face in the same direction as those documents, and they must then be filmed in the correct sequence.



**Legal targets** Original rolls and microforms must be certified; duplicate copies will carry the certification and will not need more. Two targets—a “Declaration of Intent and Purpose” and a “Certificate of Authenticity”—must be filmed to ensure the legal integrity of the film. The “Declaration” should be filmed at the beginning of the roll and the “Certificate” at the end.

***Declaration of Intent and Purpose***

This target at the beginning of the roll certifies that the records being filmed were created in the normal course of business. To complete it, you will supply, among other things, the records series title to identify the records being filmed—with inclusive dates when possible—and the name of the office where they were created; the records custodian will sign and date the form. (See Appendix A)

***Certificate of Authenticity***

This target at the end of the roll certifies that the records filmed are exact copies of the originals. The camera operator must sign and date this target. (See Appendix B)

**Retakes (Certificate of correction)**

When retakes are required, a certification target must be filmed before the record that is to be retaken. (See Appendix C)

**Informational targets**

Filming informational targets in the correct order allows users to retrieve information more easily and more quickly. A start target, technical targets, a retake target, and finding aids should be filmed at the beginning of the roll. An end target should be filmed at the end of the roll.

***Start target***

This target signals the beginning of the roll. The word “start” should be in letters that are at least 2mm (0.08”) high. (See Appendix D)

***Roll No. targets***

This target should give the reduction ratio and should show the roll number in numerals that are large enough to read without magnification—at least 2mm (0.08”) high. (See Appendix E)

***Technical targets***

These targets are used for quality testing. They should include a “Resolution Test Chart” and either a blank sheet of white paper or a 90 percent reflectance card to test density. (See Appendix J-2)

**Correction targets** This target is used to correct errors found by the operator while filming. It indicates where retakes of images can be found on the roll and eliminates the need for a splice. (See **Appendix F**)

**Finding aids** These targets include indices, registers, tables of contents, and so forth. They should be filmed immediately before the records to which they relate.

**End of File target** This target is often filmed after a file (an estate, a court case, a volume, and so forth) to show the file has ended. (See **Appendix H**)

**End of Roll target** This target signals the end of the roll. The word “end” should be in letters that are large enough to be at least 2mm (0.08”) high on the film. (See **Appendix I**)

**Roll notes** These targets are used to describe the condition of an original record when that condition needs to be explained or could affect the quality of the image. The targets should appear on the film immediately before the documents to which they relate. The letters on the target should be large enough to be at least 2mm high on the film. These targets can be created by the records custodian as needed. These targets can be used to explain:

- blank pages (**Appendix G**)
- document folded/mutilated/torn
- missing document(s)/page(s)/volume(s) (**Appendix G**)
- original illegible

**Order of filming** Roll note targets should be filmed in the following order:

**Beginning of roll:**

- 36” leader of blank film
- Roll Number target
- Technical targets
- Title page
- Declaration of Intent and Purpose
- Finding aids





## Public records information leaflet no. 4

---

### **Middle of roll:**

- Mid-reel technical targets

### **End of roll:**

- Certification of Authenticity
- End of roll target
- Technical targets

For detailed instructions see “Recommended Filming Sequence.” (**Appendix J-1 and J-2**)



Appendix A

DECLARATION OF INTENT AND PURPOSE

I, \_\_\_\_\_, the records officer or authorized representative of \_\_\_\_\_  
(Name)

\_\_\_\_\_ do hereby declare that the  
(Agency or political subdivision and Office)  
record series \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

microfilmed herein, are actual records of the \_\_\_\_\_

\_\_\_\_\_

created during its normal course of business. The destruction or other disposition of these microphotographed records is only to be accomplished in accordance with the *Code of Laws of South Carolina, 1976*, Title 30, Chapter 1, sections 30-1-10 through 30-1-140 (Public Records) and *Code of Laws of South Carolina, 1976; 1981 Cumulative Supplement*, Article 9, section 19-5-510 (Uniform Business Records as Evidence Act) and Article II, section 19-5-610 (Uniform Photographic Copies of Business and Public Records as Evidence Act) and approved Records Series Retention/Disposition Schedule or the approved equivalent and after inspection of the microfilm to assure completeness of coverage, legibility of content and adherence to technical quality requirements.

Date \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Signature

Place \_\_\_\_\_  
City State

\_\_\_\_\_  
Title



**Appendix B**

**CERTIFICATE OF AUTHENTICITY**

This is to certify that the microphotographs of the records of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

consisting of \_\_\_\_\_

\_\_\_\_\_

beginning with \_\_\_\_\_

\_\_\_\_\_

and ending with \_\_\_\_\_

\_\_\_\_\_

are complete and accurate reproductions of the records delivered to this Department for  
microfilming.

\_\_\_\_\_  
Date produced

\_\_\_\_\_  
Microfilm camera operator

\_\_\_\_\_  
Place

(City and State)

SLR-2 (82)



**Appendix C**

**CERTIFICATE OF CORRECTION**

To correct an error or improve the quality of the original microfilm, it was necessary to photograph and splice in the microfilm images of the following page(s) of this record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_  
Date filmed      Camera operator



**Appendix D**

**START**





Appendix E

**ROLL NO.**



**REDUCTION  
RATIO**





**Appendix F**

# **CORRECTION**

**Preceding image  
has been refilmed  
to assure legibility  
or to correct  
a possible error**



**Appendix G**

**CERTIFICATE OF BLANK, MISSING, OR MISNUMBERED PAGES**

This is to certify that page(s) \_\_\_\_\_

of this volume were blank, missing, or misnumbered at the time of microfilming.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camera operator



**Appendix H**

**END  
OF  
ESTATE**

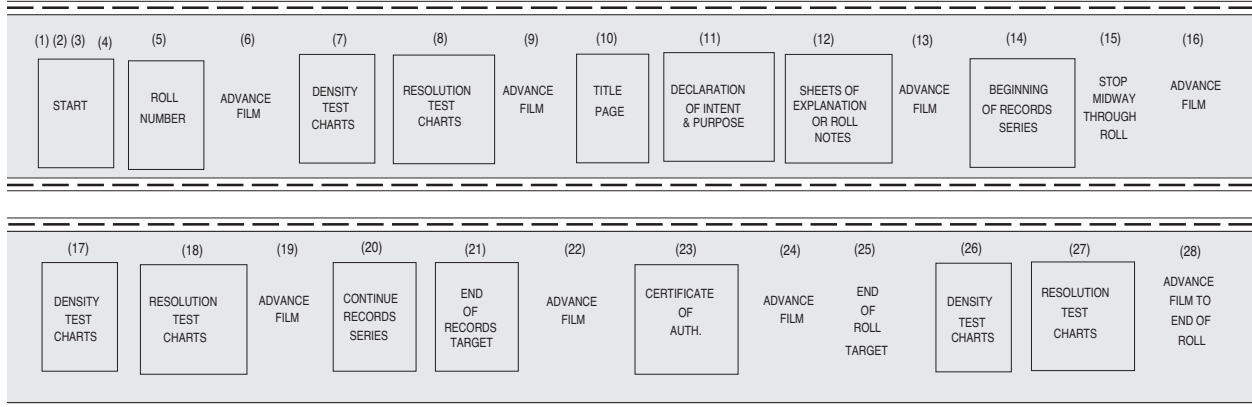


Appendix I

**END  
OF ROLL**



**Appendix J-1**



1. Load camera
2. Advance film  
(allow 36 inches  
for film leader)
3. Set reduction & focus
4. Film start target
5. Film roll number
6. Advance film (3 frames)
7. Film density test charts
8. Film resolution test charts
9. Advance film (3 frames)
10. Film title pages for records series
11. Certificate of Intent & Purpose (signed by official)
12. Sheets of explanation or roll notes (if any)
13. Advance film (3 frames)
14. Film beginning of records series
15. Midway through roll stop
16. Advance film (3 frames)
17. Film density test charts
18. Film resolution test charts
19. Advance film (3 frames)
20. Continue filming records
21. End of records series target
22. Advance film (3 frames)
23. Certificate of Authenticity
24. Advance film (3 frames)
25. Film end of roll target
26. Film density test charts
27. Advance film to end of roll

**Additional instructions:**

If you are filming a volume or file and the camera alarm or buzzer goes off, stop filming and take the following steps:

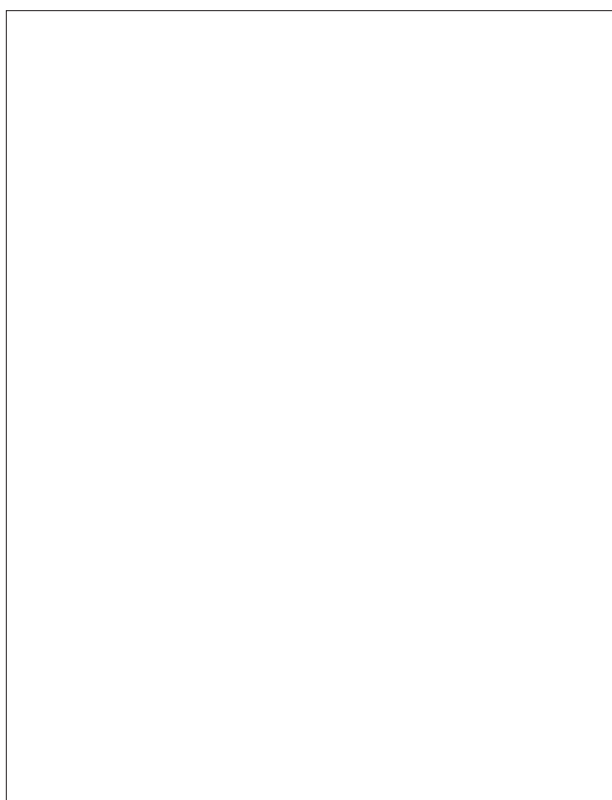
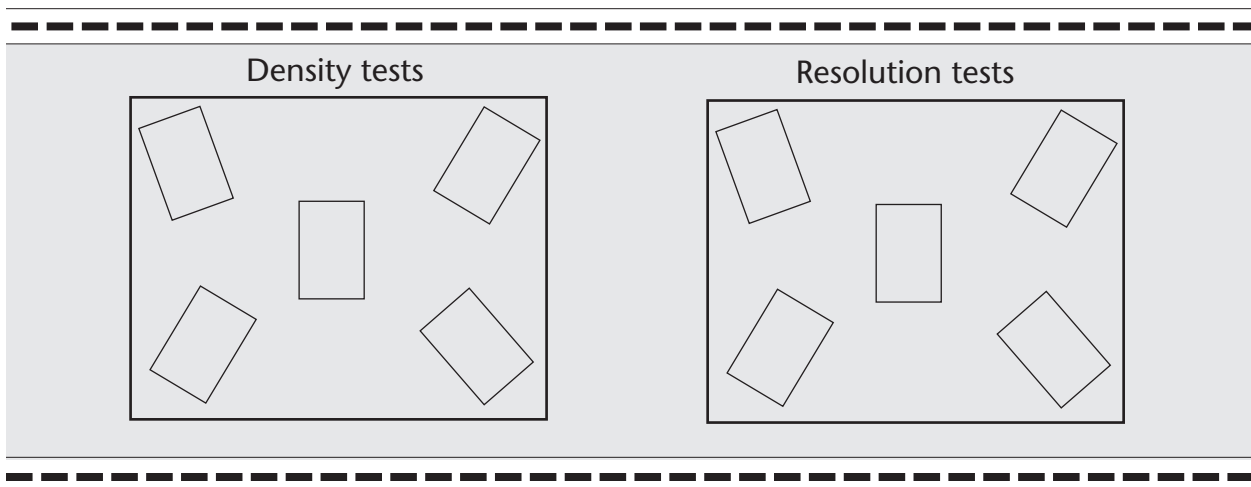
1. Advance film and unload camera
2. Reload camera with film
3. Advance film
4. Film start target
5. Film roll number
6. Advance film
7. Film certificate of continuance
8. Complete volume or file
9. Complete steps 20–26
10. Space to allow for 24-inch trailer
11. Cut film from remainder of roll
12. After processing, splice first roll  
and continuation roll together



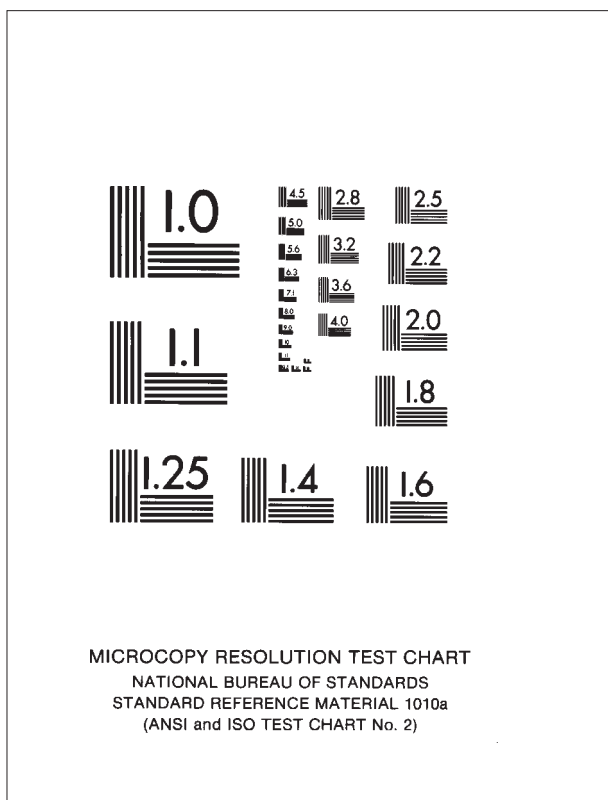
Appendix J-2

**DIAGRAM OF TEST CHART FORMAT**

Charts should be positioned inside corners of field used at given reduction with one chart in center field.



Density test chart 8 1/2 x 11 sheet  
(White sheet or reflectance chart)



Resolution test chart—reproduction of  
actual test (do not use this sample on film)



### For more information

This leaflet is one of a series of leaflets issued by the South Carolina Department of Archives and History's Archives and Records Management Service Area.

The Archives and Records Management Service Area has statutory responsibility for advising government offices on micrographics. The Archives and Records Management Service Area also issues publications and gives advice and help on records management and archival administration.

For more information, please contact the South Carolina Department of Archives and History, Archives and Records Management Service Area, State Record Center, 1919 Blanding Street, Columbia, SC 29201. (803) 734-7914. ■

### Public information leaflets from the Archives

- no. 1 *Legal requirements for microfilming public records (1992)*
- no. 2 *On choosing records for microfilming (1992)*
- no. 3 *Service bureau or in-house microfilming (1992)*
- no. 4 *Targeting and certification of microfilm (1996 revised)*
- no. 5 *Choosing a microfilm camera (1992)*
- no. 6 *Quality testing of microfilm (1992)*
- no. 7 *Microfilm and microforms (1992)*
- no. 8 *Choosing a micrographics service bureau (1992)*
- no. 9 *Choosing microfilm readers and reader/printers (1992)*
- no. 10 *Computer assisted retrieval systems (1992)*
- no. 11 *Microfilm storage (1992)*
- no. 12 *Preservation microfilming (1992)*
- no. 13 *Optical Disk: policy statement and recommended practices (1996 revised)*
- no. 14 *Storing records in the State Records Center (1993)*
- no. 15 *The deposit of security microfilm (1993)*
- no. 16 *Disaster preparedness and recovery in state and local government records offices (1993)*
- no. 17 *How to conduct a records inventory (1993)*
- no. 18 *How to establish records retention schedules (1993)*
- no. 19 *Photographic media (to be announced)*
- no. 20 *Editing and splicing roll microfilm of long-term or archival value (1994)*
- no. 21 *Managing E-Mail (to be announced)*
- no. 22 *Standards for microfilm service bureau certification (1996)*

November 1996

