

Chapter 434-677 WAC

SECURITY MICROFILM

WAC

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WAC 434-677-010 Security microfilm. Security microfilm is generated to protect records identified as essential to the continuity of state and local government, or as otherwise provided by law. Reference: Chapter 40.10 RCW.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-010, filed 3/20/92, effective 4/20/92.]

WAC 434-677-020 Storage of security microfilm. Security microfilm shall be stored offsite from the original records, working copies of the microfilm, or other media containing the same information or documents. Security microfilm shall be stored in facilities under the public domain. Storage must meet atmospheric, fire, and security criteria established by technical standards for the storage of public records issued by the state archivist. Reference: Chapter 40.14 RCW.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-020, filed 3/20/92, effective 4/20/92.]

WAC 434-677-030 Use of state archives security storage facility. State agencies shall store security microfilm in facilities provided by the division of archives and records management. Local agencies may store security microfilm with the division of archives or at other sites which meet archival microfilm vault storage standards.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-030, filed 3/20/92, effective 4/20/92.]

WAC 434-677-040 Retention of security microfilm. Microfilm accepted for security storage will be retained per records retention schedules approved by the state or local records committee established in accord with chapter 40.14 RCW or per agency-approved essential records schedules established in accord with chapter 40.10 RCW. If the film is determined by the division of archives microfilm quality control examiner to be substandard, and the office of record has refused to take corrective or remedial action, the division reserves the right to return the film prior to the expiration of the scheduled retention.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-040, filed 3/20/92, effective 4/20/92.]

WAC 434-677-050 Access to security film. Access to security microfilm stored by the state archives is restricted to authorized staff of the state archives for purposes of filing,

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inventory, inspection maintenance and approved duplication; and to authorized staff of the office of record depositing the film, for purposes of inspection.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-050, filed 3/20/92, effective 4/20/92.]

WAC 434-677-060 Use and removal of security microfilm. Security microfilm is for use only as a master for authorized film duplication. Security microfilm will not be removed from the state archives storage facility except for permanent return to the agency of origin upon a sixty-day notification by the agency or the division of archives. Any relocation of security microfilm must be to facilities meeting security film storage standards.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-060, filed 3/20/92, effective 4/20/92.]

WAC 434-677-070 Inspection and notification. Security microfilm will be inspected upon receipt for film type, condition, density, and resolution quality. Security microfilm shall be spot checked throughout its storage life for evidence of deterioration. Agencies will be notified of substandard film and advised of recommended remedial actions.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-070, filed 3/20/92, effective 4/20/92.]

WAC 434-677-080 Right to refuse or return security film. The division reserves the right to refuse or return microfilm sent for security storage under certain conditions including the following:

- (1) The film is not the silver halide camera negative or first copy positive.
- (2) The film does not meet state quality standards for density and resolution.
- (3) The film has microscopic blemishing, mold, or other forms of deterioration or damage, or will not produce a usable work copy.
- (4) The film is not packaged, identified, and transmitted in accord with division guidelines.
- (5) The records being secured on microfilm do not qualify as essential records per chapter 40.10 RCW, or are not appraised as historically valuable.

[Statutory Authority: RCW 40.14.020. 92-08-020, § 434-677-080, filed 3/20/92, effective 4/20/92.]