

Guidelines for Microfilming Public Records

Templates for Targets

**Developed by the
Local Records Preservation Program,
Missouri State Archives**

Last Update: August 10, 2005

START

Camera Operator's Certificate

VENDOR NAME

Microfilmed at Vendor City, Vendor State

Date:

Camera Operator:

Roll No.:

County/City:

Office:

Series/Record Title(s):

Inclusive Dates:

Arrangement:

Reduction Ratio:

Funded in part by the
Local Records Preservation Program
Missouri State Archives
Jefferson City, Missouri

**CONTINUED
FROM LAST
ROLL**

ROLL # _____

TITLE TARGET

Missouri Local Records Preservation Program Grant Project

COUNTY/CITY:

OFFICE:

RECORD SERIES TITLE:

INFORMATION CONTENT:

DATES (Inclusive):

ARRANGEMENT:

CONFIDENTIAL: YES NO

CLOSED: YES NO

STATEMENT ON DUPLICATE IMAGES

This reel of microfilm contains material that has paper color changes, stains, or illustrations (some of which may appear on pages mixed with printed text). In order to ensure that all text and illustrations are legible, exposure settings must be changed. Therefore, when text and illustrations exist in a single image or when material backgrounds differ, such frames may be exposed twice on the microfilm copy.

The first exposure reflects the camera operator's best effort to capture the majority of the text. The second exposure reflects the camera operator's best effort to capture illustrative material or the remaining text. It is hoped that this practice will result in a microfilm product that fully serves the needs of most researchers.

STATEMENT ON CORRECTIONS

Materials discovered to be missing in the microfilm, or other corrections found to be needed, may be added to the end of the reel.

Researchers should always check the end of the reel for corrections.

Record Series Title

Volume #, Letter, or Box #

Begin Date – End Date

**CONTINUED
ON NEXT
ROLL**

END OF ROLL

**PLEASE
REWIND**

**START OF
CORRECTIONS
/ ADDITIONS**

**END OF
CORRECTIONS
/ADDITIONS**

THE FOLLOWING
DOCUMENT HAS
BEEN FILMED IN
SECTIONS TO
INSURE
READABILITY.
SECTIONS
OVERLAP.

**BOOK IN POOR
CONDITION**

**PAGES ____ - ____
ARE BLANK**