

Checklist for Microfilming Projects

Complete this form and send it to the NIH Records Management Branch, DMP.
Send with it all related requisitions for service and equipment.

New project. Continuation of a previously-approved project.

1. Name of contact person

2. ICD

3. Phone No.

4. Describe the contents of the records

5. Give the number of the item which describes these records in the NIH Records Control Schedule (NIH Manual Chapter 1743 - Keeping and Destroying Records)

6. How are the documents filed?

By number By subject
 By date Other (*specify*):

7. Activity of the files:

Files are active
 Files are active and updated
 Files are inactive

8. What time periods do the records cover?

9. Volume of the records in linear feet (*1 file drawer = 1.5 linear feet*)

PHYSICAL CHARACTERISTICS OF THE PAPER RECORDS (*Check all applicable boxes.*)

10. Paper size:

8-1/2 x 11 List other sizes: _____

11. Color of paper:

White List other paper colors: _____

12. Color of print: (*For forms, include preprinted and filled-in ink colors.*)

Black List other ink colors: _____

13. Type of paper and copies:

Bond (originals) Bond (photocopies) Other: _____
 Chemically treated "carbonless" Tissue copies

14. What is the condition of the paper?

Good Old Torn Wrinkled

15. Pages are:

Printed on one side of the page Printed on both sides

16. Are pages stapled, bound, or fastened in any way?

No Yes - describe: _____

MICROGRAPHICS REQUIREMENTS AND CONSIDERATIONS

17. The microfilming will be done:

All at one time One job, in batches Over a period of time - explain the schedule for filming:

18. Will records need to be rearranged before microfilming?

No Yes - Explain:

19. What do you plan to do with your paper files after they are microfilmed?

Dispose

Send to the Records Center (*explain the reason below*):

Store at NIH (*explain this reason below*):

20. Give the estimated total cost of the micrographics project. Include filing equipment, readers, etc.

21. Please complete this chart to explain the equipment you are purchasing.

TYPE OF EQUIPMENT (e.g., "reader/printer")

QUANTITY

NUMBER OF USERS