**Section 420.50 Preservation of Records on Microfilm**

a) Certain records indicated in Appendix A may be microfilmed and such film retained in lieu of the original records, provided the procedures prescribed herein are followed.

b) Indicators are used in Appendix A to designate those records for which microfilm will be accepted in lieu of original records. These indicators, listed following the retention period, are as follows:

M – Indicates that microfilms may be substituted for retention of the original records at any time after use of the records for current recording purposes.

M – (with a numeral following) Indicates that microfilms may be substituted for retention of the original records only after the original records have been retained in their original form for at least the number of years corresponding to the numeral following the "M." Thus, "M-10" indicates that a microfilm copy may be made of and substituted for the original record only after the original record has been retained for at least ten years.

ME – Indicates records for which microfilms may be substituted for retention of the original records only for the period subsequent to the expiration, cancellation, supersedure or other condition shown in the column "Period to be Retained." Thus, for Item 9(e) of Appendix A, microfilms are not acceptable for current contracts; however, they are acceptable for expired or cancelled contracts, the retention period for which is three years after expiration or cancellation.

c) Absence of an "M" indicator, as explained above, indicates that microfilms may not be substituted for retention of the records described.

d) Prior to photographing, the records shall be so prepared, arranged, classified and identified as to readily permit the subsequent location, examination and reproduction of the photographs thereof. Any significant characteristic, feature or other attribute of the original records which photography would not reflect clearly (e.g., that the record is a copy or that certain figures thereon are red) shall be so indicated on the records at the time of such arrangement, classification and identification. When a number of the records to be microfilmed have in common such a characteristic or attribute, an appropriate notation identifying the characteristic or attribute may be indicated in a statement at the beginning of the roll of film instead of on each individual record.

e) Each roll of film shall include a microfilm of a certificate or certificates stating that the photographs are direct and facsimile reproductions of the original records and that they have been made in accordance with prescribed instructions. Such certificate or certificates shall be executed by a person or persons having personal knowledge of the facts covered thereby.

f) The photographic matter on each roll shall commence and end with a statement as to the nature and arrangement of the records reproduced, the name of the photographer, and the date. The film shall not be cut between statements. Supplemental or retaken film, whether of misplaced or omitted documents or of portions of a film found to be spoiled or illegible or of other matter, shall be attached to the beginning of the roll; and, in such event, the aforementioned certificate or certificates shall cover also such supplemental or retaken film and shall state the reasons for taking such films.

g) The film stock used and the processing thereof shall comply with the minimum standards of quality required by the Illinois State Records Commission. The utility shall be prepared to furnish, at its own expense, appropriate standard facilities for reading the microfilm; and, if the Illinois Commerce Commission so directs, furnish a facsimile of any record the original of which has been destroyed prior to the expiration of the retention period prescribed in Appendix A.

h) The microfilm shall be indexed and retained in such manner as will render them readily accessible and identifiable. They shall be stored in such manner as to provide reasonable protection from hazards such as fire, flood, theft, etc. The films should be cared for in such manner as to prevent cracking, breaking, splitting, etc.

i) Photographic reproduction is not limited to the microfilm process. With Illinois Commerce Commission approval, other reproduction techniques, comparable or better in quality than microfilming, may be used.