



# West Virginia Division of Highways Policy: **Microfilming**

*Issued by the Commissioner of Highways*

**Policy No: DOH 1.9**

**Issue Date: 03/01/1982**

**Revised: 11/01/2000**

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## **1.0 PURPOSE**

The development and use of microfilming techniques has made microfilming one of the most useful devices for recording, processing, storing, and retrieving information.

The purpose of this chapter is to define the Division of Highways' microfilm requesting procedure. The objective is to maintain a microfilm program that will provide efficient control and maximum benefits resulting from the microfilming of records.

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## **2.0 POLICIES**

- 2.1 The organization requesting microfilming is responsible for completing the Microfilm Request (Form GS-41) and submitting it to Office Services Division, Microfilm Section.
- 2.2 The Microfilm Section of Office Services Division reviews and analyzes incoming Microfilm Requests (Form GS-41) to determine their feasibility and then arranges a conference with the requesting organization to discuss and receive records to be microfilmed.
- 2.3 The Microfilm Section completes the filming process, verifying for quality and accuracy, and transmits the film and index to the requesting organization, accompanied by a memo requesting disposal of the records microfilmed.
- 2.4 The requesting organization approves disposal of these records or issues any further instruction pertaining to their use.

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## **3.0 PROCEDURES**

The following steps comprise the DOH procedure for requesting and receiving microfilming.

- 3.1 The requesting organization submits a Microfilm Request (Form GS-41) to Office Services Division, Microfilm Section.
- 3.2 Upon receipt of the Form GS-41, the Microfilm Section Supervisor will review the request, contacting the requesting organization to set up a conference to discuss the work to be done.
- 3.3 The requesting organization prepares the records to be microfilmed.

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- 3.4 The records are then taken to the Microfilm Section of Office Services Division, for filming.
- 3.5 The Microfilm Section will review the film and verify it for quality and accuracy.
- 3.6 The Microfilm Section will notify the requesting organization when the filming is completed.
- 3.7 If the file is satisfactory, the Microfilm Supervisor will transmit one copy of the file and index to the requesting organization. This will be transmitted by memo, requesting disposal of the records, which have been microfilmed.
- 3.8 The requesting organization will approve the memo of transmittal's disposal instruction and return the memo to Offices Services Division, Microfilm Section.

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### **4.0 RELEVANT MATERIALS/DOCUMENTS**

- 4.1 GS-41 WVDOH Form

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### **5.0 CHANGE LOG**

August 8, 2018

- Changed format per Policy and Procedure work group.