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**Micrographics — Expungement, deletion,  
correction or amendment of records on  
microforms**

*Micrographie — Élimination, effacement, correction ou amendement  
d'enregistrements sur microformes*

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

In exceptional circumstances, when a technical committee has collected data of a different kind from that which is normally published as an International Standard ("state of the art", for example), it may decide by a simple majority vote of its participating members to publish a Technical Report. A Technical Report is entirely informative in nature and does not have to be reviewed until the data it provides are considered to be no longer valid or useful.

Attention is drawn to the possibility that some of the elements of this Technical Report may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO/TR 12036 was prepared by Technical Committee ISO/TC 171, *Document imaging applications*, Subcommittee SC 3, *General issues*.

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## Introduction

Expungement legally ordered on selective records by courts of law may jeopardize the admissibility of “expunged” microfilm as evidence in these courts of law. Microfilm is inherently a medium not easily subject to correction. Therefore, it is necessary to provide guidelines for expunging microfilmed records to ensure that uniform procedures can be followed which minimize the possibility of having microfilm rejected in the courts. This document is intended to provide guidelines for the best method, to date, of removing information from microforms.

A court-ordered expungement may be rescinded by a higher legal court or reconsidered by the originating court. If the microfilmed record has been destroyed or defaced in compliance with the first order before the rescinding order is received by the records custodian, the complete original record is lost forever. This is particularly true if the normal course of daily business allows destruction of the original document. This loss may be catastrophic to courts of law if further litigation becomes mandatory and the original document can no longer be produced in any form. In view of this possible pitfall, court administrators should be prepared to organize their files to provide for such contingencies. The prerogatives of legal courts in establishing or organizing operating procedures are unaffected by this Technical Report. Therefore, this document covers only a recommended means of removing a record or portion of a record in specific compliance with an ad hoc expungement order.

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# Micrographics — Expungement, deletion, correction or amendment of records on microforms

## 1 Scope

This Technical Report applies to the removal and destruction of images from microforms when document expungement is ordered. It also applies to the revision of image content when an order requires the deletion, correction or amendment of specific information. It establishes proper procedures for image removal or revision and for documenting these actions to ensure file integrity.

These guidelines cover techniques for removing information from microforms. If followed, they should enable the user to adequately meet an expungement request.

## 2 Reference

ISO 6196-1:1993, *Micrographics — Vocabulary — Part 1: General terms*.

## 3 Terms and definitions

For the purposes of this Technical Report, the terms and definitions given in ISO 6196-1 and the following apply.

### 3.1

#### **deletion**

obliteration of specific information contained in a microfilmed document

NOTE This procedure does not permit the removal and destruction of an image or images without replacement, unless it contains only the information to be deleted; nor does it permit the obliteration of information other than that specified in the deletion order. All expungement work should be done in a way that avoids damage to the rest of the film.

### 3.2

#### **destruction**

complete elimination of a microform or section of a microfilm

NOTE This requires an action such as incineration or shredding.

### 3.3

#### **expungement**

process of removing a document from a system and leaving no evidence of the document ever having appeared on the system

### 3.4

#### **removal**

actual elimination of an image or images from a microform

## 4 File integrity

It is essential that file integrity be maintained to ensure the accuracy, completeness, and legal acceptance of a microform which has been altered. It is also essential that the documentation authorizing any alteration should be kept for the life of the relevant microform.

The procedures for expungement require that images in a microform be removed and destroyed or be obliterated, leaving no evidence of the original document. Procedures for deletion, correction, or amendment require the substitution of revised images for original images in the microform. Care should be taken, in the replacement of images, to match the density of the overall film. The original images should be destroyed or obliterated.

Documentation for an altered microform should consist of the order mandating the change (e.g. expungement) and the completed notice (see annex A). The documentation is inserted in place of the expunged document or precedes the replacement image or images containing deletions, corrections, or amendments.

In those instances when the order contains information that could identify the expunged document or could reveal the original information which is to be deleted, corrected, or amended, the order is not microfilmed or placed in the altered microform. Only the notice is inserted. The notice will include appropriate reference to the missing order. In some instances, either the microform or space limitations will not permit the insertion of the microfilmed order and notice. Appropriate instructions for resolving this problem are described according to the specific type of microform.

## 5 Expungement procedures

### 5.1 General

The procedures described in 5.2 to 5.8 should be followed when expungement of a document image or images is ordered.

The changes ordered to be made should be made to the master microform. Any images which are to be inserted should be produced to at least the same standards as used for the original microform.

When the following procedures are being carried out, normal precautions for handling master microforms, such as the provision of a clean, clear work area and the wearing of clean white cotton gloves, should be followed.

**NOTE** Where copies exist, these should be replaced by new copies from the altered master and the replaced copies should be destroyed. Any replacement of images should include additional images before and after the replaced defective image(s) for splicing purposes. Replacement images should be spliced in the original film according to the approved procedures (i.e. at the beginning of the roll, at the end of the roll or in place of the defective image).

### 5.2 Silver gelatin 16 mm and 35 mm roll film

Some expungement methods are not considered acceptable (see Table 1).

#### 5.2.1 Manually indexed roll film

Remove and destroy the section of film containing the image or images covered by the expungement order. In place of the removed section, splice in a microfilm image of a completed notice and the expungement order if it does not contain information that could identify the expunged document or reveal its content. All images spliced into the original camera negative should be filmed at the same reduction or as close to the original camera negative reduction ratio as possible.



Table 1 — Unreliable methods of expungement

Method	Reason for rejection
Punching a hole or holes through document images to eliminate information	Weakens film, prevents accurate duplication where tension on film may cause distortion or breakage during the duplication process. May not completely eliminate all aspects of the file.
Using opaque or blocking out the image with ink-type pen	Opaque can be removed, an ink pen cannot completely block out the information, and both may cause long-term damage to the film.
Chemical means such as potassium dichromate (bleach) used on emulsion	Difficult and complicated process that requires proper equipment and facilities. No chemicals of any kind should be used on long-term film to delete images from the film. Chemical treatments may cause deterioration during long-term storage. Problems of toxicity or environmental pollution preclude the use of many chemicals.

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### 5.2.2 Blipped or coded roll film (standards.iteh.ai)

Remove and destroy the section of film containing the document image or images covered by the expungement order. In place of the removed section, splice in a microfilm image of a completed notice and the expungement order if it does not contain information that could identify the expunged document or reveal its content.

If the blips or codes are used in the retrieval system, it is important that the replacement section contain the same number of blips or other appropriate codes as the original section removed so that the electronic image count for retrieval is maintained. It is also essential that the coded film be made and coded by the same method as used for the removed original microfilm. Ink markings should not be used on archival microfilm for blip or code corrections.

NOTE It should be noted that the reader can recognize an ultra sonic splice as a blip. Tests should be conducted to determine if the splice has altered the blip count.

### 5.2.3 Duo or duplex roll film

Remove the image or images ordered expunged by abrasion of the emulsion as described in 5.4. Care should be taken not to abrade the blipped or coded area since this may cause misreads by the reader's retrieval unit. Splice a microfilm image of the completed notice at the beginning of the reel, together with an image of the expungement order if it does not contain information that could identify the expunged document or reveal its content.

### 5.2.4 Long term roll film splices

Use a thermal butt weld or sonic splice for a polyester film base and a thermal butt weld for an acetate film base. A tape splice can be used, but there are no standards that allow its use on film stored for long term purposes.

When multiple expungements are constantly performed on the same or multiple reels of film, note which reels have been expunged during the year and duplicate those containing more than four splices at the end of the year or when activity in the records has decreased or stopped.