

Process for Microfilming of Documents:

1. **Receipt of Documents:** Documents are received from the client and the inventory is made in the inward register.
2. **Arrangement of Documents:** Documents are arranged in proper order in which they are to be microfilmed.
3. **Document Preparation:** Documents are made ready for filming. Documents are removed from the files/folders and unstapled/unbound. In case the documents are not legible then these documents are stamped with "Best Copy Available" stamp so that the QC operator knows that the original document is problematic. Numbers of documents in each file are noted in the register. In case any of the documents is in very bad, then the client is informed of the same. In case client decides to go ahead then it is considered for filming or else it is handed over back to the client.
4. **Sorting of Documents:** All the documents prepared are sorted for filming as per the client's requirement. In case the client wants any target pages to be used then these target pages are inserted and the documents are made ready for filming.
5. **Loading the Microfilm on the Camera:** A raw microfilm roll is loaded on the camera. It requires a complete dark room to load the Microfilm.
6. **Setting the Microfilm Camera:** Microfilm camera is set as the Microfilming requirement.
7. **Test Filming:** A small job consisting of couple of files is microfilmed for testing purpose.
8. **Processing of Test Film:** The test microfilm is processed in the processor to check the results.
9. **Quality Check of Test Film:** Quality Check is performed on processed film. The following parameters are checked:
 - a. **Focus:** All documents captured on the microfilm should be in focus and should be legible on reader.
 - b. **REDUCTION Ratio:** A measure of the number of times a given linear dimension of an object is reduced when photographed, expressed as 16X, 24X, etc.
 - c. **DENSITY, BACKGROUND:** The capacity of the non-information area of an image.
 - d. **DENSITY, OPTICAL:** The light-absorbing quality of a photographic image (degree of opacity of film).

In case any of the above is found not up to the mark then test filming is redone and the film is processed again till the accurate result is achieved.
10. **Production Filming:** Once the test film is approved. The production filming starts. The same camera settings are maintained on which the quality was approved by the Quality Check team.
11. **Production Processing:** Processing of production microfilm is also carried out on the same processor settings on which the quality was approved by Quality Check team.
12. **Quality check of Production Scanning:** Each and every microfilm produced is check for all the parameters as mentioned in point no. 9.
13. **Refilming of incorrect images:** In case any of the microfilm is not up to the mark it is rejected and sent for refilming.
14. **Post Production Activities:** Each and Every Roll is numbered and the details given by the client are mentioned on the Microfilm Box for future reference.
15. **Outward Entry of Films and Documents:** All films which are ready are entered in to the register and the documents are handed over back to the client.