

BULLOCK ARCHIVE

MICROFILM ANALYSIS PROCEDURE

FOLDER LEVEL

I. Introduction

- A. The **Bob Bullock Collection** is part of the Baylor Collections of Political Materials, and is summarized in the first section of the separate “Microfilm Reel Analysis Notebook” entitled “Microfilm Collection Overview.”
- B. Why is it **necessary** to put this material in new folders?
 - 1. The old folders and accordion files are not suited for archival use.
 - a) Acid contained in the folder itself may cause deterioration of the folder contents.
 - b) The new folders are acid-free, and help to ensure the long life of the physical record.
 - 2. The old folders were not marked according to the filing hierarchy employed by the Bullock Archive staff.
 - a) The new folders will be marked according to the series outline produced by the project director.
 - b) This will enable quick and easy access to documents within the collection.
- C. What is so **important** about recording microfilm numbers on folders?
 - 1. Due to lack of clarity, ambiguity, or missing records, the microfilm record can at times be insufficient for a researcher’s needs. It is important for future researchers to know the location of documents on microfilm for the purpose of comparison.
 - 2. Recording the microfilm numbers on the folder allows quick and easy access to important documents in the physical record.
 - 3. Six other institutions only have the microfilm record. Our role in enabling researchers from other institutions to effectively use the microfilm depends on accurate and reliable methods of filing and locating archived material.
- D. **Common Terms Used with the Microfilm**
 - 1. **Box Number** – each box containing folders has a box number indicating series and sequence.
 - 2. **Files Not Found status sheet** – sheet on which is recorded the frame numbers, folder names and possible explanation for the omission of folders found on the microfilm, but missing in the physical record.
 - a) This sheet is updated immediately upon discovery of a missing physical record.

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- b) E-mail a copy of the updated sheet to the project director and the director of the Baylor Collections of Political Materials.

Example I.D.2

- 3. **Frame Number** – set of twelve numbers in the upper left corner of each frame of microfilm.
 - a) The numbers are grouped in three sets of four.
 - b) Problems with frame enumeration are identified on the corresponding Microfilm Reel Analysis Sheet.

Example I.D.3

- 4. **Markers** – found in the physical record. They indicate the separation between two items.
 - a) In alphabetical correspondence, they separate letters of the alphabet.
 - b) In other correspondence, they indicate the shift between the content of separate folders.

Example I.D.4

- 5. **Microfilm analysis** – the act of reviewing the microfilm record for accuracy of reel contents, and determining any problems that may hamper future research.
- 6. **Microfilm box** – reels are stored in small boxes that have their number recorded on them.
- 7. **Microfilm index** – notebook containing a set of Filemaker Pro records for each microfilm reel in the collection.
- 8. **Microfilm Reader** – machine used to view microfilm.
- 9. **Microfilm reel** – sometimes called microfilm roll. The actual spool of microfilm containing information recorded photographically from the physical record.
- 10. **Microfilm Reel Analysis Notebook** – collection of completed Microfilm Reel Analysis Sheets accompanied by other material pertaining to microfilm contained in the Bullock Archive.
- 11. **Microfilm Reel Analysis Sheet** – sheet produced as an index to a particular reel, indicating markers on the reel and problems encountered in reading the reel.
- 12. **Physical Record** – actual piece of paper whose image is recorded on the microfilm. The physical record is kept in file folders by name / subject in larger boxes.
- 13. **Reel number** – actual reel numbers in the Bullock Archive have a letter indicating the series to which they belong, and a number indicating the reel sequence within that series.

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a) The Bullock Archive has three microfilm series:

b) M – media;

c) L – Lt. Governor;

d) C – Comptroller.

Examples I.D.13

14. **Target cards** – a piece of paper used in the microfilm recording process that relayed simple commands to the machine.

a) For example, a commonly found target card is marked “Simplex to Duplex Mode,” meaning the machine would now have to record the front and back of a document, as opposed to the front only.

b) Another target card marked “Duplex to Simplex Mode” would reverse the command.

c) These cards are not considered part of the Bullock Papers, and should be removed from the physical record when found in a folder.

Example I.D.14

II. How to start

A. Identify the last folder processed, and the number of the box in which it was contained. This number will generally begin with the letters “LG” for the Lieutenant Governor Series, and the letters “CPA” for the Comptroller Series.

B. Using the microfilm reel analysis sheets, identify the microfilm reel number that contains the folder you have selected.

C. Find the matching microfilm reel and load the microfilm on the microfilm reader.

D. Identify the microfilm number on the film that is recorded on the first frame in order to ensure that you have loaded the correct reel.

E. Take the next folder to be processed from the box, and determine the amount of material it contains.

1. If the folder contents need to be divided:

a) You should divide the material into more than one folder if the material is over an inch thick.

b) The number of folders used depends on the amount of material contained in the original folder.

c) Material should be divided in a logical manner. Related items should be placed together in the same folder as much as possible.

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2. If the folder contents do not need to be divided, move to the next step.
- F. Remove the material from its original folder and file it in an acid-free folder.
1. Before placing the material in the new folder, you should stamp the new folder for easy identification.
 2. It is helpful to stamp several folders before beginning the process of microfilm analysis and refolding.
 3. In the upper left corner, you should place the identifying series and sub-series stamp.
 4. In the upper right corner, you should place the Bullock Archives, BCPM stamp.

Example II.F

- G. Using a pencil, record the original file name in the upper center of the new folder, followed by the year(s) that are represented by the material in the folder. If the folder is one of a series of folders containing similar material (see step II.E), indicate this by writing "cont'd" in parentheses after the folder name and year(s).
- H. Record the box number from which you removed the old file in the space marked "Old Box #" on the upper right corner of the new folder.
- I. Record the reel number of the microfilm reel you are using in the space on the upper right corner of the new folder labeled "MF Reel/Frame."

III. Microfilm Analysis and Folder Processing

- A. Confirm that the beginning folder on the reel matches the beginning folder on the microfilm reel analysis sheet, and make note of any differences.
- B. Compare the first sheet in the folder you have selected to the first frame on the microfilm following the matching marker. If the pages match, record this frame number as the beginning frame number for this folder on the upper right corner of the new folder labeled "MF Reel/Frame."
- C. Confirm that the frame numbers (in the upper left hand corner) are progressing in numeric order with no exceptions.
- D. Compare the contents of the folder with the microfilm record. They should match in content and order.
- E. As you compare folder contents with the microfilm, you should be processing the material in the folder.
 1. Remove paper clips, rubber bands, metal clips, envelopes, etc.
 2. Separate photographs, publications, media, artifacts, signatures, news clippings, etc.
 3. Note or mark material removed from the physical record with either a photocopy or a corresponding note in its place.

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4. Photocopy news clippings, news print carbon copies, brittle paper, damaged paper, scrapbooks, paper with tape on it, paper with ink (highlighter, pen ink), etc.
 5. Sample materials marked for sampling. (See Section III H)
 6. Follow separation sheet procedure for books and publications.
 7. Submit all other material for inspection / approval of the project director.
- F. Record the corresponding frame number of the last page in the folder on the upper right corner of the new folder labeled "MF Reel/Frame."
- G. Separation Sheets

1. You must complete a separation sheet for all books and publications removed from the physical record.

Example III.G.1

2. Make a copy of the separation sheet, and two copies of the title page.
3. Staple a title page copy to each separation sheet.
4. Stamp the inside cover of the publication with the "Bullock Archive, BCPM" stamp. Fill in the "Old Box #" and "MF Reel / Frame #" spaces with the matching information in pencil.

Example III.G.4

- a) If the publication is not on microfilm, write XMF in that space.
 - b) If the publication is represented on microfilm only by its title page, write the corresponding reel and frame number in the space provided, and "MF Title Only" beneath it.
5. Write the name of the folder from which the publication was taken beside or below the stamp in pencil.
 6. Place one separation sheet / title page in the original location of the publication, and place the other inside the publication itself.
 7. Put a "Bullock Archive" bookplate in the front cover of the publication.
 8. Send the publication to cataloging.
 9. When the publication is returned from cataloging, add the call number to both relocation sheets.
 - a) One sheet should still be located in the original folder. It should remain in the same place in which the publication was found after recording the call number.

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- b) The other should still be with the publication. You will take this sheet to the project director after recording the call number.

10. Shelf publications.

H. Sampling

1. Sampling is done when a number of copies of the same document exist within a particular folder. In the Bullock papers, this is encountered most often in the sub-series "Forms."
2. In consultation with the project director, determine which files are best sampled and which method to use.

IV. Finishing a Reel

- A. Confirm that the ending folder on the reel matches the ending folder in the microfilm index. Record any differences on the microfilm analysis sheet.
- B. Find the last folder from the microfilm in the physical record. Record the box number from the box containing the last folder on the microfilm analysis sheet.
- C. Confirm that the frame numbers have progressed in numerical order throughout the reel.
- D. Rewind the reel.
- E. Replace the reel in its box.

V. Troubleshooting

A. A folder is on the microfilm, but not in the physical record

1. How many frames are missing from the physical record?
 - a) Ten or less – make copies from the microfilm reader and insert them into the physical record in the order in which they appear on the microfilm. Note on the copies the roll and frame number from which the copy was made.

Example V.A.1.a

- b) More than ten – make a note and insert it in the physical record in the position the missing records should have been. Put the roll and frame numbers of the missing documents on the note.
2. If an entire folder is missing from the record, make a folder for the missing material to be inserted in the physical record in the position in which it appears on the microfilm. Follow the guidelines in part 1 of this topic for determining what material to put in the folder.
3. Note missing files and folders on the microfilm reel analysis sheet and on the Files Not Found status sheet (unless already noted).

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4. Any updates to the Files Not Found report should be e-mailed as soon as possible to the project director and the collection director.

B. A folder is in the physical record, but not on the microfilm

1. This can occur as the omission of a complete record, or as the omission of the backside of a two-sided record.
2. Using a pencil, write the initials XMF in the upper right corner of the record. XMF stands for “not on microfilm.”
3. If an entire folder is omitted, write XMF on the upper right corner of the folder.

C. A document is obscured on the microfilm

1. Make a note on the microfilm analysis sheet about which frame or frames are obscured (unless already noted).
2. Compare the frame to the physical record to ensure the physical record is not a poor reproduction of an original.

D. The frame numbers are obscured on the microfilm

1. This generally occurs toward the end of a reel.
 - a) Most reels that have obscured frame numbers have early indications that this will be a problem.
 - b) The frame numbers are unusually high on the microfilm strip, and the edge of the microfilm has the appearance of a dark double line.
2. Because the frame numbers are in a DIGITAL/SEGMENTED BLOCK FORMAT (LED), one can generally determine the sequence from earlier frames with legible numbers.
 - a) The researcher will have to manually count frames for folder positions in order to record them on the microfilm reel analysis sheet.
 - b) **Example** – 0034 0000 2356
3. Make a note of this problem on the microfilm reel analysis sheet (unless already noted).

E. A folder is out of alphabetical order in alphabetical correspondence

1. DO **NOT** SIMPLY PLACE THIS FOLDER IN ALPHABETICAL ORDER!
2. Look at the physical record. Does it belong to a file before or after it? Look for a name in cc lists, or in references within the correspondence that would explain its inclusion at this point in the record.
3. Compare the physical record to the microfilm.

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- a) If the physical record matches the microfilm, leave the record where it was in the box.
- b) If the folder does not appear in the same sequence on the microfilm as it does in the physical record, locate the matching microfilm reference and place it in matching order.

F. The frame numbers are out of numeric order

1. On most microfilm in the Bullock Archive, normal enumeration changes only the final set of four numbers.
2. If a reel has numbers that deviate from this pattern, note this on the microfilm reel analysis sheet (unless already noted).
3. The numbers may deviate in numeric sequence in any one of the three sets of frame numbers, and have been found to deviate only as a “reset” of the final numbers to zero.

G. A folder / letter marker is missing

1. Determine where the marker should be placed according to the physical record. Note folder names, and note markings on the upper portion of individual records that give a clue as to proper placement within a folder.

Example V.G.1

2. Record the range of the frames containing the material in the folder, with a footnote that the marker was missing (unless already noted).

H. A folder / letter marker is misplaced

1. Determine where the marker should be placed according to the physical record. Note folder names, and note markings on the upper portion of individual records that give a clue as to proper placement within a folder.

Example V.H.1

2. Record the marker on the microfilm reel analysis sheet as it should appear, with a footnote that it was misplaced (unless already noted).

I. The microfilm will not advance automatically to the final frames on the reel

1. Manually advance the microfilm to the final records for proper analysis.
2. Make a note on the microfilm reel analysis sheet concerning this problem (unless already noted).

J. Omission Files

1. Omission Files are usually preceded by a marker, and occur in two forms.

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- a) Omission from the previous reel– occur at the first of a reel before normal files and are usually not found in a group before the files following it

- (1) These can also be labeled “Corrections.”
- (2) Record the files and frame numbers on the microfilm reel analysis sheet.

- b) Omission from a year’s correspondence – occur in physical groups after correspondence records

- (1) Locate the folder, and record the reel and frame number on the folder.
- (2) Mark omission folders with a large “O” in the upper right corner.

Example V.J.1.b. (2)

- (3) Re-file omission folders in the spot where they should have been placed after recording the frame and reel numbers on the folder.
- (4) Note these omissions as a group on the microfilm reel analysis sheet, indicating the presence of alphabetical or folder markers.

2. Be sure to check the date on any omission file in order to insure its proper placement within the physical record.

K. Target Cards

1. These are accidental records found in the physical record, and occasionally in the microfilm.

Example I.D.14

2. Remove any Target Cards from the physical record, because they were not a part of the original physical record.