

BULLOCK ARCHIVE

MICROFILM ANALYSIS PROCEDURE

REEL 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. 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. This sheet is updated immediately upon discovery of a missing physical record and e-mailed to the project director and the director of the Baylor Collections of Political Materials.

Example I.B.2

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

Example I.B.3

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

Example I.B.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.

BULLOCK ARCHIVE

MICROFILM ANALYSIS PROCEDURE

REEL LEVEL

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. Formerly, this was produced as a Microsoft Word document. Currently, this is an individual record in Filemaker Pro.
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. The Bullock Archive has three microfilm series: M – media; L – Lt. Governor; C – Comptroller.

Examples I.B.13

14. **Target cards** – a piece of paper used in the microfilm recording process that relayed simple commands to the machine through the use of bar codes printed on the paper. 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. Another target card marked “Duplex to Simplex Mode” would reverse the command. 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.B.14

II. How to start

- A. Select a roll of microfilm.
- B. Identify the microfilm number on the box.
- C. Load the microfilm on the microfilm reader.
- D. Identify the microfilm number on the film that is recorded on the first frame.
- E. Check the following two fields on the microfilm reel analysis sheet:
 1. Contents According to Microfilm Index: contains information from old microfilm index
 - a) Read all of the information
 - b) Reformat it to match previous records (remove all hard returns, use similar punctuation).
 - c) Do not alter or correct the information contained in this field. It is used for comparison.
 2. New Box #: On a reel that has not been analyzed, this field contains the Old Box number.

BULLOCK ARCHIVE
MICROFILM ANALYSIS PROCEDURE
REEL LEVEL

- a) Reformat it to match previous records (remove all hard returns, use similar punctuation).
 - b) Cut this information from the “New Box” field, and paste it to the information in the “Contents According to Microfilm Index” field.
 - c) Type “Old Box #” before the information that was pasted.
- F. Record the reel number found on the microfilm in the appropriate place on the microfilm analysis sheet (“Problems” field).

III. Microfilm Analysis

- A. Confirm that the beginning folder on the reel matches the beginning folder in the microfilm index. Record any differences on the microfilm analysis sheet.
- B. Find the first folder from the microfilm in the physical record.
 1. Record the number of the box in which the folder is stored on the microfilm analysis sheet.
 2. Insert a “Beginning / Ending of Reel” marker in that folder. Write the reel number on the sheet.

Example III.B.2

- C. Confirm that the frame numbers (in the upper left hand corner) are progressing in numeric order with no exceptions.
- D. Identify all markers on the microfilm.
 1. When analyzing alphabetical correspondence, a marker will be a frame with a letter of the alphabet, which precedes a group of files with last names beginning with that letter.
 2. When analyzing other correspondence, a marker will be a file name, such as “Trip Declines” or “Environment.”
- E. Record the frame numbers of all markers, and the ranges they represent on the microfilm analysis sheet.

Example III.E

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.
 1. Record the number of the box in which the folder is stored on the microfilm analysis sheet.
 2. Insert a “Beginning / Ending of Reel” marker in that folder. Write the reel number on the sheet.

Example III.B.2

**BULLOCK ARCHIVE
MICROFILM ANALYSIS PROCEDURE
REEL LEVEL**

- C. Confirm that the frame numbers have progressed in numerical order throughout the reel.
- D. Record the frame numbers of the End of Reel markers on the microfilm reel analysis sheet.

Example IV.D

- E. Rewind the reel.
- F. Replace the reel in its box.
- G. Complete the microfilm analysis sheet by checking for:
 - 1. accuracy of first and last folder names,
 - 2. ranges of correspondence represented on the reel,
 - 3. correct box numbers for the physical record,
 - 4. and general typographic errors.

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
 - (1) Make copies from the microfilm reader.
 - (2) Insert them into the physical record in the order in which they appear on the microfilm.
 - (3) Note on the copies the roll and frame number from which the copy was made.

Example V.A.1.a

- b) More than ten –
 - (1) Make a note.
 - (2) Insert it in the physical record in the position the missing records should have been.
 - (3) Put the roll and frame numbers of the missing documents on the note.
- 2. If an entire folder is missing from the record:
 - a) Make a folder for the missing material to be inserted in the physical record in the position in which it appears on the microfilm.
 - b) Follow the guidelines in part 1 of this topic for determining what material to put in the folder.

BULLOCK ARCHIVE
MICROFILM ANALYSIS PROCEDURE
REEL LEVEL

3. Note missing files and folders on the microfilm reel analysis sheet and on the Files Not Found status sheet.
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.
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. Most reels that have obscured frame numbers have early indications that this will be a problem. 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. The researcher will have to manually count frames for folder positions in order to record them on the microfilm reel analysis sheet.

Example – 0034 0000 2356

3. Make a note of this problem on the microfilm reel analysis sheet.

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.
 - a) Does it belong to a record before or after it?
 - b) Look for the name in cc lists, or in references within the correspondence that would explain its inclusion at this point in the record.

BULLOCK ARCHIVE
MICROFILM ANALYSIS PROCEDURE
REEL LEVEL

3. Compare the physical record to the microfilm.
 - 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.
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.

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.

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.

BULLOCK ARCHIVE

MICROFILM ANALYSIS PROCEDURE

REEL LEVEL

J. Omission Files

1. Omission Files are usually preceded by a marker, and occur in two forms.
 - 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 V.K.1
2. Remove any Target Cards from the physical record, because they were not a part of the original physical record.