Instructions for Completing Microfilm Box Labels

**Name of County,** Fill in the name of the County, Municipality or School District, e.g.

**Municipality or** Mountain Co. (for counties), Mountain Boro. (for boroughs) etc.,

**School District:** and the abbreviation for Pennsylvania (PA.)

For Example: Mountain Co., PA

**Roll No.: F**ill in your roll no. It must correspond to the roll number cited in the

transmittal and receipt form.

**Department:** Office should correspond to the highest organizational units within a county,

municipality or school district. For counties, office would normally correspond

to the traditional row offices - - Prothonotary, Recorder of Deeds, Sheriff,

Board of County Commissioners (or their home rule equivalents), etc.

**Reduction:** Reduction ratio. (If reduction ratio is known, please write as 24: or 24x, 32:1

**(Optional)** or 32x, etc.

**Form No.** Type in the name of the series, e.g., Deed Books, Minutes of the Board of

**and Title:** County Commissioners, Appearance Docket Papers, Marriage Licenses, etc.

**Date Filmed:** This should of course conform to the date on the Camera Operator's Certificate

**(Optional)** of Authenticity.

**Description:** Describe the contents of the roll. Where possible, give the beginning and ending dates (dates created or filed, not date microfilmed) for the roll, and other information such as book number, page or file name which will

distinguish it from other rolls. For example, the description for Deed Books

might be:

Description

Vol. E, 1810-1812 through

Vol. F, 1812-1814

or (more detailed)

Vol. M, 1840-1842

Vol. O, 1843-1845

Vol. P, 1845-1847

**SOME SOURCES FOR MICROFILM BOXES**

Conservation Resources International, Inc.

5532 Port Royal Road

Springfield, VA 22151

1-800-634-6932

1-703-321-7730

http://www.conservationresources.com/

Hollinger Metal Edge

9401 Northeast Dr.

Fredericksburg, VA 22408

1-800-634-0491

Or

6340 Bandini Boulevard

Commerce, CA 90040

1-800-862-2228

http://www.hollingermetaledge.com/

University Products, Inc.

PO Box 101

517 Main Street

Holyoke, MA 01041-0101

1-800-862-2228

http://www.universityproducts.com/

**SPECIFICATIONS:**

Microfilm boxes for 35 mm roll microfilm, lignin-free, minimum pH 8.5

(approximate size – 3 3/4” x 1 9/16”)

Microfilm boxes for 16mm roll microfilm, lignin-free, minimum pH 8.5

(approximate size – 3 3/4” x 3 3/4” x 3/4”)