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”)