

Security Microfilm Transmittal and Receipt Form Instructions

The following instructions correspond to the numbered blocks/information fields on the transmittal form. Below the instructions is a sample form. Following the sample is the form to be filled in and submitted.

1. Fill in the name of the County, Municipality or School District in the Subdivision space, e.g., Mountain Co. (for counties), Mountain Boro. (for boroughs), Mountain S.D. (for school districts), etc., for cities, townships and authorities.

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.

The Department section will be left blank (put in N.A. for not applicable) in most instances involving county governments since most county offices are not divided into formal sections. A major exception to this are the many units established under the County Commissioners, e.g., Veterans' Affairs Department, Assessment Department, etc.

The complete mailing address including zip codes, etc., should appear in the address section.

2. The officer (legal custodian) should sign and date the form in this section. For example, if the records are from the Office of the Recorder of Deeds, the Recorder should sign as the person legally responsible for the records.
3. This should be the person in the office most familiar with the transaction (and his/her phone number).
4. Film size refers to whether or not it is 16mm, 35mm, etc. Form would be either roll, jackets or fiche.
5. Fill in the number of rolls covered by this particular transmittal form.
6. This is the roll number assigned by your staff. It must correspond to the roll number on the label on the actual roll. Double space before listing next roll.
7. "ABN" Archives box number – individual location code – Archives use only.
8. "ARN" Archives roll number - individual location code – Archives use only.
9. "S" Denotes film size, "A" = 16mm film and "B" = 35mm film
10. Next to series title put the name of the series, e.g., Deed Books, Minutes of the Board of County Commissioners, Appearance Docket Papers Marriage Licenses, etc.

Across from the roll number describe the contents of that particular roll. Where possible, give the beginning and ending dates (dates created or filed, not dates microfilmed) for the roll, and other information such as book

number, page or file name which will distinguish it from other rolls. Double space before describing next roll.

For example:

<u>6.</u>	<u>Roll No.</u>	<u>10.</u>	<u>Series Title:</u> <u>Deed Books</u>
	19		Vol. E, 1810-1812 through Vol. F, 1812-1814
	20		Vol. G, 1814-1816 through Vol. I, 1820-1821

or

<u>6.</u>	<u>Roll No.</u>	<u>10.</u>	<u>Series Title:</u> <u>Criminal Papers</u>
	71		1933 June Session, No. 224 through 1933 Sep. Session, No. 555

If more information is readily available, it is a good idea to include it in the section. For example, if a particular roll contains three volumes, and the designations, such as volume numbers/letters and dates are known for each individual volume, they could be listed next to each roll as follows:

<u>6.</u>	<u>Roll No.</u>	<u>10.</u>	<u>Series Title:</u> <u>Deed Books</u>
	42		Vol. M, 1840-1842 Vol. O, 1843-1845 Vol. P, 1845-1847
	43		Vol. Q, etc.

If the record series being transferred cannot be described on one page, use extra copies of receipt form. The transmittal form should be used to begin the description of each series being transferred with a particular shipment.

SECURITY MICROFILM TRANSMITTAL AND RECEIPT

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION BUREAU OF ARCHIVES AND HISTORY 350 NORTH STREET HARRISBURG, PA 17120-0090	<p style="text-align: center;"><i>(To Be Completed by State Archives)</i></p> <p>Date Film Received</p> <p>Signature</p> <p>Title</p> <p>Transfer # _____ Loc. Code _____</p>
<p>SUBDIVISION: <i>Philadelphia</i></p> <p>OFFICE: <i>Prothonotary</i></p> <p>DEPARTMENT:</p> <p>ADDRESS: <i>Room 286 City Hall Philadelphia, PA 19107</i></p>	<p>2. TRANSFERRING OFFICE (Signature and Date)</p> <p>3. OFFICE CONTACT PERSON AND PHONE NUMBER: <i>James Cimorelli 215-686-6669</i></p> <p>4. FILM SIZE AND FORM: <i>16mm</i></p> <p>5. NUMBER OF ROLLS: <i>40</i></p>

Roll No.	For Archives Use			10. SERIES TITLE: <i>Civil Cases -- 1960</i> <i>(Contents and Dates)</i>
	7. ABN	8. ARN	9. S	
AA-1				<i>March 1960 #1 to March 1960 #104</i>
AA-2				<i>March 1960 #105 to March 1960 #243</i>
AA-3				<i>March 1960 #244 to March 1960 #362</i>
AA-4				<i>March 1960 #363 to March 1960 #466</i>
AA-5				<i>March 1960 #467 to March 1960 #591 (cont.)</i>
AA-6				<i>March 1960 #591 (cont.) to March 1960 #702 (cont.)</i>
AA-7				<i>March 1960 #702 (cont.) to March 1960 #796</i>
AA-8				<i>March 1960 #797 to March 1960 #909 (cont.)</i>
AA-9				<i>March 1960 #909 (cont.) to March 1960 #1027</i>
AA-10				<i>March 1960 #1028 to March 1960 #1109</i>
AA-11				<i>March 1960 # 1110 to March 1960 #1208</i>
AA-12				<i>March 1960 #1209 to March 1960 #1310</i>
AA-13				<i>March 1960 #1311 to March 1960 #1416</i>

SECURITY MICROFILM TRANSMITTAL AND RECEIPT

CNTY: <i>Philadelphia</i>		OFFICE: <i>Prothonotary</i>		DEPT.:	DATE: <i>2/9/2005</i>
Roll No.	For Archives Use			10. SERIES TITLE: <i>Civil Cases</i> <i>(Contents and Dates)</i>	
	7. ABN	8. ARN	9. S		
<i>AA-14</i>				<i>March 1960 #1417 to March 1960 #1510</i>	
<i>AA-15</i>				<i>March 1960 #1511 to March 1960 #1599 (cont.)</i>	
<i>AA-16</i>				<i>March 1960 #1599 (cont.) to March 1960 #1682</i>	
<i>AA-17</i>				<i>March 1960 #1683 to March 1960 #1790</i>	
<i>AA-18</i>				<i>March 1960 #1791 to March 1960 #1904</i>	
<i>AA-19</i>				<i>March 1960 #1905 to March 1960 #2026</i>	
<i>AA-20</i>				<i>March 1960 #2027 to March 1960 #2149</i>	
<i>AA-21</i>				<i>March 1960 #2150 to March 1960 #2259</i>	
<i>AA-22</i>				<i>March 1960 #2260 to March 1960 #2339</i>	
<i>AA-23</i>				<i>March 1960 # 2340 to March 1960 #2465</i>	
<i>AA-24</i>				<i>March 1960 #2466 to March 1960 #2601</i>	
<i>AA-25</i>				<i>March 1960 #2602 to March 1960 #2694</i>	
<i>AA-26</i>				<i>March 1960 #2695 to March 1960 #2848</i>	
<i>AA-27</i>				<i>March 1960 #2849 to March 1960 #2923</i>	
<i>AA-28</i>				<i>March 1960 #2924 to March 1960 #3033</i>	
<i>AA-29</i>				<i>March 1960 #3034 to March 1960 #3150</i>	
<i>AA-30</i>				<i>March 1960 #3153 to March 1960 #3262</i>	
<i>AA-31</i>				<i>March 1960 #3263 to March 1960 #3377</i>	
<i>AA-32</i>				<i>March 1960 #3378 to March 1960 #3466</i>	
<i>AA-33</i>				<i>March 1960 #3467 to March 1960 #3545</i>	
<i>AA-34</i>				<i>March 1960 #3546 to March 1960 #3619</i>	
<i>AA-35</i>				<i>March 1960 #3620 to March 1960 #3690</i>	
<i>AA-36</i>				<i>March 1960 #3691 to March 1960 #3772</i>	

