

## **GUIDELINES FOR JUSTIFYING PURCHASE OF FILING OR MICROGRAPHICS (2100)**

(No. 2 Mar. 1998)

Provide any and all information applicable to the equipment being ordered. The justification may be on a separate page attached to the purchase order. Forward justification and purchase order to the Business Services Office, records management coordinator.

### **1. Description of Records to be Stored or Accessed**

Identify records to be stored in\* or accessed by\*\* the requested equipment as described in the Records Retention Schedule. Include records series title, schedule number, line item number and approval number. **IF JUSTIFICATION IS FOR A NEW RECORD SERIES OR WILL BE SUPPORTED BY AN APPROVAL NUMBER MORE THAN FIVE YEARS OLD, CALL YOUR RECORDS MANAGEMENT COORDINATOR IN THE BUSINESS SERVICES, SACRAMENTO HEADQUARTERS FOR INSTRUCTION.**

### **2. Drawer Files vs. Shelf Filing Equipment**

If drawer filing equipment is requested instead of the State standard shelf files, explain in detail why shelf files are not acceptable. If part of the justification is because of space constraints, attach a sketch of the office layout. If part of the justification is that the documents are confidential and must be maintained under locking conditions, shelf equipment is available with doors and locks.

### **3. Accessories or Options**

Explain the need for doors, locks, locking bars\*, dual lens assemblies, dual carriers, image, rotating capabilities\*\*, etc.

### **4. Noncontract Equipment**

Explain in detail how the equipment will be used and attach a copy of the vendor's brochure or a catalog page with specifications. If a sole source purchase is required, list other equipment that was investigated and explain why the requested equipment is the only one suitable. If the order can go out to bid, list the specifications and/or capabilities that are vital.

5. **Growth in Existing Records Series**

If additional equipment is being ordered to store\* or access\*\* an existing records series, explain program growth. Explain why the retention period cannot be shortened to allow earlier destruction or Records Center storage to release existing equipment.

6. **Match and Intermember**

If requested equipment must “match and intermember,” explain in detail. Esthetic values, i.e., special paint colors, or dimensions to match existing equipment, etc., are not acceptable justifications in themselves.

7. **Replacement Equipment**

Explain why equipment must be replaced and what disposition will be made of the replaced equipment.

8. **Storage of Microfilm**

Give dimensions of microform (i.e., 4” X 6” COM fiche), type of container in which the film is packed (envelope, cartridge, etc.) and approximate number of microforms to be stored.

9. **Storage of Computer Printouts on Paper**

Explain in detail how the paper is to be used and why it cannot be more effectively printed on Computer Output Microfilm (COM), bypassing paper altogether. Justification for this equipment must make reference to, and be consistent with, the departmental plan outlining projected dates when certain types of computer paper reports will be converted to COM.

10. **Microform Reader/Printer**

Explain the need for printing back to paper from the microfilm and describe how the printing will be authorized or controlled.

11. For microfilm cameras, processors, duplicators for ongoing projects, or equipment not directly addressed above, contact the records management coordinator in the Sacramento Headquarters” Business Services Office.

\*Filing equipment for paper records, microfilm or computer printouts.

\*\*Microfilm readers or reader/printers, or related equipment.

(see Table of Contents)