



Microfilm Services: Last line of defense. First step in Disaster Preparedness.

Not all microfilm services are equal

Cott's Microfilm Service has been provided to local government offices for many years. Our microfilm services allow you to maintain film copy of your important documents that, when stored properly, will last for hundreds of years. In today's ever changing world so many new media types have been developed (5 ¼" floppy discs, 3 ½" discs, CD, DVD, numerous tape versions) but only microfilm stands the test of time as the only long-lasting media.

Disaster Preparedness Planning & Microfilm

The main purpose for creating microfilm copy of documents is for archival purposes. In addition, it serves as the last line of defense against the loss of data in a Disaster Preparedness Plan.

- Microfilm is created from scanned images of your documents providing superior quality when compared to traditional microfilm created using a camera.
- Creating microfilm from digital images also enables additional features like different size blipping, image index, single or dual channel etc.
- When microfilm is created using digital images it is very easy to provide additional silver copies with exact same quality.

Compatibility

Prior to creating microfilm, the images are randomly inspected and tested to assure compatibility. For customers utilizing Cott's land records system (resolution or Resolution3) our process will include the detection of missing pages that will be communicated back to the customer before the microfilm is created. Only after reconciling these pages with the customer will creation of the microfilm continue.

Missing Pages

The problem of missing pages is resolved by sending to us the page(s) in question either by e-mail, fax, CD, or FTP for proper scanning and sequential insertion. If there is a legitimate reason for the image to be missing we will work with the customer to reflect this reason in the proper place on the microfilm.

Quality Assurance

We conduct random quality checks against the images provided to us. If we detect problems with intensity and contract the customer will be notified with our recommendations for change.

State Requirements

Many states require specific requirements for archival microfilm. You can be assured that Cott Systems will meet or exceed the requirements in your state. In addition, our process allows us to accommodate most special requests by the customer with regard to additional target pages etc.

Certification

We are a certified Kodak laboratory and follow Property Records Industry Association (PRIA) guidelines for microfilm creation.