

The Presbyterian Church in Canada Archives and Records Office

Learning from the Past ~ Living in the Present ~ Looking to the Future



Microfilming and Digitizing Records

The microfilming and digitization of records is a practice recommended and encouraged by General Assembly and through the Book of Forms (Appendix G). As a means for preservation and access, these processes can extend the lifespan of a record. If anything were to happen to an original record, a copy would securely exist at the Archives.



What records should be copied? The records that should be microfilmed and/or digitized include Church Registers (Baptism, Marriage, Burial) and Session minutes. Other important records such as Annual Reports, Congregational meeting minutes, Professing Members Roll (Communion Rolls), Trustee/Property documents, and Board of Managers/Finance Committee minutes should also be considered. Once microfilmed and/or digitized, the original records and a digital copy (if option 2 or 3 is selected, see below) are returned to the congregation, while the microfilm/digital copy remains in the Archives for optimal storage.

If not microfilmed and/or digitized through the Archives, we encourage you to create a copy in an alternative way. For more information about this please see our information sheet titled, *Independently Digitizing Your Records*.

How long does it take? The turnaround time is approximately four weeks from the day we receive the records in the Archives. However, rush orders can be placed if records are required back sooner.

How do we get started? Please [contact the Archives](#) and we will be happy to help you get started. Essentially, it is just a matter of gathering and listing the records you want to have copied, and then delivering them to us at 50 Wynford Drive, either in person or by courier.

Why do we still encourage microfilm in this digital world? Microfilming is still the preference for long-term preservation, even in this age of computers and digitization. In archival storage conditions, a reel of film has the life expectancy of up to 500 years. Digitization is wonderful for access and use, however, the life expectancy is not fully understood due to changing technology, cost, and technical obsolescence.

How much does it cost? The below is an estimate based on 900 images. An image is an open book with two pages exposed. There are three options to consider: microfilming; digitization; microfilming and digitization. We strongly recommend option 1 or 3.

Services	Option 1: Microfilming		Option 2: Digitization		Option 3: Microfilming & Digitization	
	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
Microfilm Exposure	\$0.23/image	\$207	-	-	\$0.20/image	\$180
Digital Imaging	-	-	\$0.32/image	\$288	\$0.20/image	\$180
Pick-up & delivery	\$22/trip	\$22	\$22/trip	\$22	\$22/trip	\$22
USB	-	-	\$12	\$12	\$12	\$12
Positive Roll	\$37/roll	\$37	-	-	\$37/roll	\$37
HST	13%	~\$35	13%	~\$42	13%	~\$56
Total Costs		~\$300		~\$364		~\$487