

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 46

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
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Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

LIMITED DISTRIBUTION OF QUALITY CONTROL STANDARDS TO:

Administrative Micrographics
Fairbanks Micrographics
Records Manager
Fairbanks Clerk of Court

SUBJECT: MICROGRAPHICS QUALITY CONTROL STANDARDS

As provided in Administrative Rule 37, the Administrative Office is responsible for establishing policies, procedures and quality control standards for microfilming court records. This Administrative Bulletin re-establishes the quality control standards required for microfilming, processing and verifying all microfilm containing court records (see history below). These standards are applicable both within the Alaska Court System and to vendors performing microfilming services for any component of the Alaska Court System including trial courts, departments or the court system as a whole. Contracts with vendors must include these standards.

Dated: _____

Arthur H. Snowden, II
Administrative Director

History: Originally issued as Bulletin 85-9 effective November 15, 1985; revised and reissued as Bulletin 86-2 effective April 24, 1986; replaced by Records Disposition Manual when Bulletin 86-2 was revoked effective April 16, 1987.

Because these standards pertain only to those courts microfilming their own records, distribution of the standards was limited as indicated above. A copy of the control standards attached to this bulletin may be obtained from Mike Hall, Records Manager.