



division of
**Archives and
Records Service**

Digital to Microfilm Service Agreement 2024

Agency Number: 1163
Agency Name: Tooele County Recorder
Series Number: 07134
Title of Record: Official Records

Agency Contact

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The digital to microfilm converter service preserves electronic records onto microfilm. In providing this service, the Utah State Archives will:

- Provide target packages to the Agency;
- Retain one master microfilm copy for permanent retention;
- Provide preservation for the master microfilm;
- Provide permanent accession numbers to the agency for record keeping;
- Charge \$45 for each roll pursuant to preservation costs for Electronic Image to Microfilm (as indicated in [HB 8](#) or most current fee schedule); and

