

FAP 111-17-00

MICROGRAPHICS EQUIPMENT AND SERVICES PROCUREMENT

1. A Purchase Request for the purchase, lease/purchase, or rental of micrographic equipment or for contracted micrographic services shall receive review and approval by the Kentucky Department for Libraries and Archives (KDLA) prior to purchase. The agency shall send a Purchase Request to the Public Records Division, KDLA, for review. Prior to giving approval, KDLA, in cooperation with the agency's appointed records officer, shall conduct an assessment of the need for the required equipment or services and forward its findings, together with the Purchase Request, to the Office of Material and Procurement Services. Items requiring KDLA approval include:
 - a. Microfilm cameras, including rotary, planetary, engineering, microfiche, and other specialized cameras.
 - b. Microfilm duplicating equipment including that appropriate for silver, diazo and vesicular film copying, for roll to roll, card to roll, and microfiche, duplication.
 - c. Microfilm processors, including deep tank equipment.
 - d. Indexing equipment, such as computer assisted retrieval (CAR) systems, used in association with a micrographic system. Requests for such equipment shall require joint review by KDLA and the Commonwealth Office of Technology (COT), if the procurement includes a line item more than \$50,000 or \$200,000 for the total order.
 - e. Contractual services, including agreements for microfilming, microfilm processing, and microfilm duplication.
 - f. Other optical recording technologies that an agency may be considering for transferring its records, including optical disk and imaging systems.
2. An agency may purchase items listed below that are within its small purchase authority without KDLA approval.
 - a. Standard ANSI silver, diazo, or vesicular film.
 - b. Reader printer supplies, including paper, toners, and machine covers.
 - c. Upgrades to agency owned equipment previously approved by KDLA for the agency's application.
 - d. Chemicals for film processing.
3. A Purchase Request exceeding the agency's small purchase authority shall be submitted directly to the Office of Material and Procurement Services.

(KRS 45A.045; KRS 171.410 - 171.520)