

Typical Microfilm Conversion Applications

- **Central and State Government**
 - Legislative Assembly Documents
 - State Archives Documents
 - Land Records
 - Register of deeds
 - Court documents
 - All documents related to Corporation
 - Libraries
 - Museum archives
 - Voter Registration documents
 - Department of Transportation records
 - Police Records - Finger Prints, Criminal Records, FIR's, Employees records etc.
 - University Records – Thesis, Rare Library books, etc.
- **Title Companies**
 - Property records, Prior policies
- **Banks and Credit Unions**
 - Applications, loan files, signature cards, checks, member files
- **Commercial (Collectors Office)**
 - Accounts payable, accounts receivable, human resource files
- **Engineering and manufacturing**
 - Drawings, Plans, Technical Documents, R&D Documents etc.
- **Defense**
 - Military records, contracts, Service records, Sensitive records, Border records, etc.
- **Hospitals / healthcare facilities**
 - Medical records, Hospital records, Death Certificate, Birth Certificate, etc.
- **Insurance**
 - Policy membership files, life insurance files, policy files, underwriting files claims, property files, casualty files, workers compensation
- **News Paper**
 - News paper, Magazines, Tender Call for
- **Research & Development Activities**
 - Medical, Defense, Engineering, Environmental, all other scientific research.

Which type of documents need microfilming ?

1. Any document that needs to be preserved for more than 5 Years.
2. All records / documents which needs non tamperable storage solution.