

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-9377



March 22, 1985

ALL-COUNTY LETTER NO. 85-34

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: DEPARTMENTAL APPROVAL OF MICROFILM USAGE

## REFERENCE:

This is to inform you that Department approval of microfilm usage for other than the IV-D Child Support Program is no longer required. In the past, we had been requiring our approval in accordance with 45 CFR 205.60. This part of the CFR was amended and references to microfilming and the approval have been eliminated. Microfilming is now covered by 45 CFR 74.23 which states "copies made by microfilming, photocopying, or similar methods may be substituted for the originals." Therefore, you may use your own discretion in determining if microfilm is to be utilized.

This change only affects the form of the records. It in no way alters the requirements relating to records maintenance and retention. Nor does it effect Fiscal Manual Handbook Section 25-775 which requires prior approval from Fiscal Policy and Procedures Bureau, Assistance Policy Section before submitting assistance payrolls on microfiche. Also, as has been done in the past, implementation of microfilm systems must be done within your existing allocations. Requests for funding in future years will be considered along with the other requests you submit on the Cost Control Questionnaire.

Microfilm proposals for the IV-D Child Support Program are still subject to the approval process. The microfilming of IV-D agency records is covered by 45 CFR 302.15 which still requires prior approval of the regional office (HHS). This approval authority was previously delegated to our Department. Also, Computer Output Microfilm applications costing less than \$25,000 are exempt from the approval process. All other microfilming applications for the IV-D program must be submitted for approval.

Questions regarding this letter can be sent to John Driemeyer, Records Management, 744 P Street, MS 7-179, Sacramento, CA 95814 or call (916) 322-9377.

A handwritten signature in cursive script that reads "Robert Sertich".

ROBERT T. SERTICH  
Deputy Director  
Administration  
GEN 654 (9/79)