

Fahrenheit. Installation of the sprinkler system must be in accordance with NFPA 13 (1996), Standard for the Installation of Sprinkler Systems.

d. Maximum spacing of the sprinkler heads must be on a 10-foot grid and the positioning of the heads must provide complete, unobstructed coverage, with a clearance of not less than 18 inches from the top of the highest stored materials.

e. The sprinkler system must be equipped with a water-flow alarm connected to an audible alarm within the facility and to a continuously staffed fire department or an Underwriters Laboratory approved central monitoring station (see UL 827, Central-Station Alarm Services (April 23, 1999)) with responsibility for immediate response.

f. A manual fire alarm system must be provided with a Underwriters Laboratory approved (grade A) central monitoring station service or other automatic means of notifying the municipal fire department. A manual alarm pull station must be located adjacent to each exit. Supplemental manual alarm stations are permitted within the records storage areas.

g. All water cutoff valves in the sprinkler system must be equipped with automatic closure alarm (tamper alarm) connected to a continuously staffed station, with responsibility for immediate response. If the sprinkler water cutoff valve is located in an area used by the public, in addition to the tamper alarm, the valves must be provided with frangible (easily broken) padlocks.

h. A dependable water supply free of interruption must be provided including a continuous site fire loop connected to the water main and sized to support the facility with only one portion of the fire loop operational. This normally requires a backup supply system having sufficient pressure and capacity to meet both fire hose and sprinkler requirements for 2-hours. A fire pump connected to an emergency power source must be provided in accordance with NFPA 20 (1996), Standard for the Installation of Centrifugal Fire Pumps, when adequate water pressure is not assured. In the event that public water mains are not able to supply adequate volumes of water to the site, on-site water storage must be provided.

i. Interior fire hose stations equipped with a 1½ inch diameter hose may be provided in the records storage areas if required by the local fire department, enabling any point in the records storage area to be reached by a 50-foot hose stream from a 100-foot hose lay. If provided, these cabinets must be marked "For Fire Department Use Only."

j. Where fire hose cabinets are not required, fire department hose outlets must be provided at each floor landing in the building core or stair shaft. Hose outlets must have an easily removable adapter and cap. Threads and valves must be compatible with

the local fire department's equipment. Spacing must be so that any point in the record storage area can be reached with a 50-foot hose stream from a 100-foot hose lay.

k. In addition to the designed sprinkler flow demand, 500 gpm must be provided for hose stream demand. The hose stream demand must be calculated into the system at the base of the main sprinkler riser.

l. Fire hydrants must be located within 250 feet of each exterior entrance or other access to the records storage facility that could be used by firefighters. Each required hydrant must provide a minimum flow capacity of 500 gpm at 20 psi. All hydrants must be at least 50 feet away from the building walls and adjacent to a roadway usable by fire apparatus. Fire hydrants must have at least two, 2½ inch hose outlets and a pumper connection. All threads must be compatible with local standards.

m. Portable water-type fire extinguishers (2½ gallon stored pressure type) must be provided at each fire alarm striking station. The minimum number and locations of fire extinguishers must be as required by NFPA 10 (1994), Standard for Portable Fire Extinguishers.

n. Single level catwalks without automatic sprinklers installed underneath may be provided in the service aisles if the edges of all files in the front boxes above the catwalks are stored perpendicular to the aisle (to minimize files exfoliation in a fire). Where provided, the walking surface of the catwalks must be of expanded metal at least .09-inch thickness with a 2-inch mesh length. The surface opening ratio must be equal or greater than 0.75. The sprinkler water demand for protection over bays with catwalks where records above the catwalks are not perpendicular to the aisles must be calculated hydraulically to give .30 gpm per square foot for the most remote 2,000 square feet.

[64 FR 67660, Dec. 2, 1999]

## PART 1230—MICROGRAPHIC RECORDS MANAGEMENT

### Subpart A—General

Sec.

1230.1 What does this part cover?

1230.2 What is the authority for this part?

1230.3 Publications incorporated by reference.

1230.4 Definitions.

### Subpart B—Program Requirements

1230.7 What must agencies do to manage microform records?

**Subpart C—Microfilming Standards**

- 1230.10 Do agencies need to request NARA approval for the disposition of all microform and source records?
- 1230.12 What are the steps to be followed in filming records?
- 1230.14 What are the filming requirements for permanent and unscheduled records?
- 1230.16 What are the film and image requirements for temporary records, duplicates, and user copies?

**Subpart D—Storage, Use and Disposition Standards of Microform Records**

- 1230.20 How should microform records be stored?
- 1230.22 What are NARA inspection requirements for permanent and unscheduled microform records?
- 1230.24 What are NARA inspection requirements for temporary microform records?
- 1230.26 What are the use restrictions for permanent and unscheduled microform records?
- 1230.28 What must agencies do to send permanent microform records to a records storage facility?
- 1230.30 How do agencies transfer permanent microform records to the legal custody of the National Archives?

**Subpart E—Centralized Micrographic Services**

- 1230.50 What micrographic services are available from NARA?

AUTHORITY: 44 U.S.C. 2907, 3302 and 3312.

SOURCE: 67 FR 31693, May 9, 2002; 67 FR 39473, June 7, 2002, unless otherwise noted.

**Subpart A—General****§ 1230.1 What does this part cover?**

This part covers the standards and procedures for using micrographic technology to create, use, store, inspect, retrieve, preserve, and dispose of Federal records. § 1230.2 What is the authority for this part?

44 U.S.C. chapters 29 and 33, authorize the Archivist of the United States to:

- (a) Establish standards for copying records by photographic and microphotographic means;
- (b) Establish standards for the creation, storage, use, and disposition of microform records in Federal agencies; and
- (c) Provide centralized microfilming services for Federal agencies.

**§ 1230.2 What is the authority for this part?**

44 U.S.C. chapters 29 and 33, authorize the Archivist of the United States to:

- (a) Establish standards for copying records by photographic and microphotographic means;
- (b) Establish standards for the creation, storage, use, and disposition of microform records in Federal agencies; and
- (c) Provide centralized microfilming services for Federal agencies.

**§ 1230.3 Publications incorporated by reference.**

(a) *General.* The following publications are hereby incorporated by reference into Part 1230. They are available from the issuing organizations at the addresses listed in this section. They may also be examined at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030, or go to: [http://www.archives.gov/federal\\_register/code\\_of\\_federal\\_regulations/ibr\\_locations.html](http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html). This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR Part 51. These materials are incorporated as they exist on the date of approval, and a notice of any change in these materials will be published in the FEDERAL REGISTER.

(b) *American National Standards Institute (ANSI) and International (ISO) standards.* ANSI standards cited in this part are available from the American National Standards Institute, 25 West 43rd St., 4th Floor, New York, NY 10036. The standards can be ordered on line at <http://webstore.ansi.org/ansidocstore/default.asp>.

ISO 10602:1995(E), February 1, 1995, Second edition, Photography—Processed silver-gelatin type black-and-white film—Specifications for stability.

ANSI/PIMA IT9.2-1998, April 15, 1998, American National Standard for Imaging Materials—Photographic Processed Films, Plates, and Papers—Filing Enclosures and Storage Containers.

ANSI/ISO 5.2-1991, ANSI/NAPM IT2.19-1994, February 20, 1995, American National