

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.

§ 1230.3 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. 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, ANSINAPM IT2.19-1994, February 20, 1995, American National Standard for Photography—Density Measurements—Part 2: Geometric Conditions for Transmission Density.

ANSI/ISO 5-3-1995, ANSINAPM IT2.18-1996, March 8, 1996, American National Standard for Photography—Density Measurements—Part 3: Spectral Conditions.

ISO 18911: 2000(E), First edition, November 1, 2000, Imaging materials—Processed safety photographic films—Storage practices.

(c) *Association of Information and Image Management (AIIM) Standards.* You may obtain the following standards from the Association of Information and Image Management, 1100