

manufacturer's instructions for processing microfilm of these temporary records. Follow the manufacturer's recommendations for production and maintenance of temporary microfilm to ensure that the image is accessible and usable for the entire retention period.

### Subpart D—Storage, Use and Disposition Standards for Microform Records

#### § 1230.20 How should microform records be stored?

(a) *Permanent and unscheduled records.* Store permanent and unscheduled microform records under the extended term storage conditions specified in ISO 18911:2000 and ANSI/PIMA IT9.2-1998, except that the relative humidity of the storage area must be a constant 35 percent RH, plus or minus 5 percent. Do not store non-silver copies of microforms in the same storage area as silver gelatin originals or duplicate copies.

(b) *Temporary records.* Store temporary microform records under conditions that will ensure their preservation for their full retention period. Agencies may consult Life Expectance (LE) guidelines in ANSI/AIIM standards (see §1230.3 for availability) for measures that can be used to meet retention requirements.

#### § 1230.22 What are NARA inspection requirements for permanent and unscheduled microform records?

(a) Agencies must inspect, or arrange to pay a contractor or NARA to inspect the following categories of microform records stored at the agency, at a commercial records storage facility, or at a NARA records center following the inspection requirements in paragraph (b) of this section:

(1) Master films of permanent records microfilmed in order to dispose of the original records;

(2) Master films of permanent records originally created on microfilm;

(3) Other master films scheduled for transfer to the National Archives; and

(4) Master films of unscheduled records.

(b) The films listed in paragraph (a) of this section must be inspected ini-

tially in accordance with ANSI/AIIM MS45-1990. All films must be inspected when they are 2 years old. After the initial 2-year inspection, unless there is a catastrophic event, the films must be inspected as follows until legal custody is transferred to the National Archives and Records Administration:

(1) For microfilm that is/was produced after 1990, inspect the microfilm every 5 years.

(2) For microfilm that was produced prior to 1990, inspect the microfilm every 2 years.

(c) To facilitate inspection, the agency must maintain an inventory of microfilm listing each microform series/publication by production date, producer, processor, format, and results of previous inspections.

(d) The elements of the inspection shall consist of:

(1) An inspection for aging blemishes following ANSI/AIIM MS45-1990;

(2) A rereading of resolution targets;

(3) A remeasurement of density; and

(4) A certification of the environmental conditions under which the microforms are stored, as specified in §1230.20(a).

(e) The agency must prepare an inspection report, and send a copy to NARA in accordance with §1230.28(b). The inspection report must contain:

(1) A summary of the inspection findings, including:

(i) A list of batches by year that includes the identification numbers of microfilm rolls and microfiche in each batch;

(ii) The quantity of microforms inspected;

(iii) An assessment of the overall condition of the microforms;

(iv) A summary of any defects discovered, e.g., redox blemishes or base deformation; and

(v) A summary of corrective action taken.

(2) A detailed inspection log created during the inspection that contains the following information:

(i) A complete description of all records inspected (title; roll or fiche number or other unique identifier for each unit of film inspected; security classification, if any; and inclusive dates, names, or other data identifying the records on the unit of film);

## § 1230.24

- (ii) The date of inspection;
  - (iii) The elements of inspection (see paragraph (a)(4) of this section);
  - (iv) Any defects uncovered; and
  - (v) The corrective action taken.
- (f) If an inspection shows that a master microform is deteriorating, the agency must make a silver duplicate in accordance with §1230.14 to replace the deteriorating master. The duplicate film will be subject to the inspection requirements (see §1230.22) before transfer to a record center or to the National Archives.
- (g) Inspection must be performed in an environmentally controlled area in accordance with ANSI/AIIM MS45-1990.

### **§ 1230.24 What are NARA inspection requirements for temporary microform records?**

NARA recommends, but does not require, that agencies use the inspection by sampling procedures described in §1230.22(a) and (b).

### **§ 1230.26 What are the use restrictions for permanent and unscheduled microform records?**

(a) Do not use the silver gelatin original microform or duplicate silver gelatin microform of permanent or unscheduled records created in accordance with §1230.14 of this part (archival microform) for reference purposes. Agencies must ensure that the archival microform remains clean and undamaged during the process of making a duplicating master.

(b) Use duplicates for:

- (1) Reference;
- (2) Further duplication on a recurring basis;
- (3) Large-scale duplication; and
- (4) Distribution of records on microform.

(c) Agencies retaining the original record in accordance with an approved records disposition schedule may apply agency standards for the use of microform records.

### **§ 1230.28 What must agencies do to send permanent microform records to a records storage facility?**

(a) Follow the procedures in part 1228, subpart I, of this chapter and the additional requirements in this section.

## 36 CFR Ch. XII (7-1-08 Edition)

(b) Package non-silver copies separately from the silver gelatin original or silver duplicate microform copy and clearly label them as non-silver copies.

(c) Include the following information on the transmittal (SF 135 for NARA records centers), or in an attachment to the transmittal. For records sent to an agency records center or commercial records storage facility, submit this information to NARA as part of the documentation required by §1228.154(c)(2) of this chapter:

- (1) Name of the agency and program component;
- (2) The title of the records and the media/format used;
- (3) The number or identifier for each unit of film;
- (4) The security classification, if any;
- (5) The inclusive dates, names, or other data identifying the records to be included on a unit of film;
- (6) Finding aids that are not contained in the microform; and
- (7) The inspection log forms and inspection reports required by §1230.22(a) (5) and (6).

(d) Agencies may transfer permanent microform records to a records storage facility meeting the storage requirements in §1230.20(a) (see §1228.152(e)(3) of this chapter for NARA centers) only after the first inspection or with certification that the microforms will be inspected by the agency, an agency contractor, or a NARA records center (on a reimbursable basis) when the microforms become 2 years old.

### **§ 1230.30 How do agencies transfer permanent microform records to the legal custody of the National Archives?**

(a) Follow the procedures in part 1228, subpart L, of this chapter and the additional requirements in this section.

(b) Originate the transfer by submitting an SF 258, Agreement to Transfer Records to the National Archives of the United States, unless otherwise instructed by NARA.

(c) If the records are not in a NARA records center, submit the information specified in §1230.28(c).

(d) Transfer the silver gelatin original (or duplicate silver gelatin microform created in accordance with §1230.14) plus one microform copy.