

**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?

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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](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

Wayne Avenue, suite 1100, Silver Spring, MD 20910. The standards can be ordered on line at <http://www.aiim.org/>.

ANSI/AIIM MS1-1996, August 8, 1996, Standard Recommended Practice for Alpha-numeric Computer-Output Microforms—Operational Practices for Inspection and Quality Control.

ANSI/AIIM MS5-1992, December 21, 1992, Standard for Information and Image Management—Microfiche.

ANSI/AIIM MS14-1996, August 8, 1996, Standard Recommended Practice—Specifications for 16mm and 35mm Roll Microfilm.

ANSI/AIIM MS19-1993, August 18, 1993, Standard Recommended Practice—Identification of Microforms.

ANSI/AIIM MS23-1998, June 2, 1998, Standard Recommended Practice—Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents.

ANSI/AIIM MS32-1996, February 16, 1996, Standard Recommended Practice—Microrecording of Engineering Source Documents on 35mm Microfilm.

ANSI/AIIM MS41-1996, July 16, 1996, Dimensions of Unitized Microfilm Carriers and Apertures (Aperture, Camera, Copy and Image Cards).

ANSI/AIIM MS43-1998, June 2, 1998, Standard Recommended Practice—Operational Procedures—Inspection and Quality Control of Duplicate Microforms of Documents and From COM.

ANSI/AIIM MS45-1990, January 22, 1990, Recommended Practice for Inspection of Stored Silver-Gelatin Microforms for Evidence of Deterioration.

ANSI/ISO 3334-1991, ANSI/AIIM MS51-1991, May 10, 1991, Micrographics—ISO Resolution Test Chart No. 2—Description and Use.

#### § 1230.4 Definitions.

The following definitions apply to this part:

*Archival microfilm.* A photographic film that meets the standards described in § 1230.14 and that is suitable for the preservation of permanent records when stored in accordance with § 1230.20(a). Such film must conform to film designated as LE 500 in ANSI/NAPM IT9.1-1996.

*Background density.* The opacity of the area of the microform not containing information.

*Computer-assisted retrieval (CAR) system.* A records storage and retrieval system, normally microfilm-based, that uses a computer for indexing, automatic markings such as blips or

bar codes for identification, and automatic devices for reading those markings and, in some applications, for transporting the film for viewing.

*Computer Output Microfilm (COM).* Microfilm containing data converted and recorded from a computer.

*Facility.* An area used exclusively to make or copy microforms.

*Microfilm.* (1) Raw (unexposed and unprocessed) fine-grain, high resolution photographic film with characteristics that make it suitable for use in micrographics;

(2) The process of recording microimages on film; or

(3) A fine-grain, high resolution photographic film containing microimages.

*Microform.* Any form containing microimages.

*Microimage.* A document such as a page of text or a drawing that is too small to be read without magnification.

*Permanent record.* Permanent record has the meaning specified in § 1220.14 of this chapter.

*Records storage facility.* Records storage facility has the meaning specified in § 1220.14 of this chapter.

*Temporary record.* Temporary record has the meaning specified in § 1220.14 of this chapter.

*Unscheduled record.* Unscheduled record has the meaning specified in § 1220.14 of this chapter.

*Use or work copies.* Duplicates of original film made to be used for reference or for duplication on a recurring or large-scale basis. These are not preservation master copies, which must be stored unused as specified in § 1230.20.

### Subpart B—Program Requirements

#### § 1230.7 What must agencies do to manage microform records?

Federal agencies must manage microform records by taking the following actions:

(a) Assign responsibility for an agencywide program for managing microform records and notify the National Archives and Records Administration (NWM), 8601 Adelphi Rd., College Park, MD 20740-6001 of the name and title of the person assigned the responsibility.