

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.