

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 Agency Micrographics Program

FROM:
 Director of Information Services
 1206 Ames

EXTENSION

NO. OIS 81-1091/1 **STAT**

DATE 25 November 1981 **STAT**

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.				
C/RMD				Edgar:
2.				Please review the attached STAT
3.				memo which I received from Jim McDonald and ask
4.				 to also review it. If the memo is accurate, it sounds like we have some major shortcomings in the program. In any event, I would like to hear your views, as well as and STAT
5.				 and your recommendations STAT for what we can do to straighten it out. I guess I'm a little puzzled trying to understand just what we are doing, if anything, in micrographics.
6.				After you have looked this over, please contact Yvonne and get on my calendar to discuss what our response should be. This doesn't require a response and I am not sure we will want to make one, but we certainly need to review our micrographics program. I would like to do that with you, and and I STAT
7.				will ask to join us. You STAT
8.				may want to include also.
9.				
10.				
11.				
12.				
13.				
14.				Att: a/s
15.				

TRANSMITTAL SLIP		DATE 11-20-81
TO: <input type="text"/>		STAT
ROOM NO.	BUILDING	
REMARKS: Forwarded per your telecon with Mr. McDonald. <input type="text"/> 11-20-81		
FROM:		
ROOM NO.	BUILDING	EXTENSION

OR IN 30-0
BE USED.

81-1091

22 October 1981

MEMORANDUM FOR: Chief, Printing and Photography Division, OL

FROM :
Chief, Plans, Programs and Systems Staff
Printing and Photography Division/ OL

SUBJECT : Agency Micrographics Program

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1. Per your request, this memorandum contains a brief outline of the Agency Micrographics Program. Attached to the memorandum are excerpts from the existing Federal Property Management Regulations (FPMRs) and Agency Regulations.

2. The Office of Information Science (OIS) currently has one GS-13 project officer to administer the micrographics program, as defined in the FPMR. No new initiatives have been started in the past year and a half.

3. Basically the program breaks down into the following categories:

- a. Review and approve new projects. (Printing and Photography (P&PD) handles all new Computer Output Microfilm (COM) projects. OIS, along with P&PD or other production elements, handle new source document projects. Deputy Director Operations (DDO) handles all their internal COM and source document projects.)
- b. Audit the program. (This isn't currently being done.)
- c. Develop and maintain an inventory of applications and equipment. (OIS has an outdated equipment inventory. P&PD has an inventory of their applications.)
- d. Review and approve acquisition of micrographics equipment. (Currently being done by OIS.)
- e. Issue internal regulations and procedures for the program. (None in the last two years.)
- f. Inspection of permanent microform. (Isn't currently being done.)

- g. Provide systems analysis and cost effective analysis of proposal micrographics systems. (Not currently being done.)
- h. Provide training on micrographics systems/applications. (OIS conducts once a year training.)
- i. Interaction with other members of the Intelligence Community. [] will be asked to chair the Intelligence Information Handling Committee (IHC) Micrographics Working Group.) (Nothing is currently being done.)

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4. It is interesting to note in excerpts for the current Headquarters Regulations (attached) that [] gives OIS more authority than [] which is their own regulation.

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5. If P&PD were given the program with the appropriate regulation authorities for application and equipment review and approval authority, some initial consolidation efforts could be achieved.

6. If you have any questions on the program or on what is currently being done, please see me.

STAT



Attachments

Federal Property Management Regulation (FPMR) 101.1 -11.5 Micrographics

Agency Program Responsibilities

- a. Assign responsibility for review and approval of all micrographics systems to a specific office or official.
- b. Issue internal regulations and procedures for approval and disapproval of applications.
- c. Issue procedures for evaluating the continued efficiency and effectiveness of micrographics systems and applications.
- d. Review/audit ongoing micrographics systems.
- e. Develop and maintain an inventory of applications and equipment.
- f. Disseminate all NARS Publications containing micrographics information.
- g. Conduct a systems analysis including a cost/benefit analysis prior to the decision to establish a micrographics system.
- h. Review and approval by the program manager of all micrographics equipment acquisition.
- i. Inspection - Master films of permanent record microforms and records microfilmed to dispose of the original record shall be inspected every two years of their scheduled life.

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MEMORANDUM FOR: Director of Information Services

VIA: Chief, Records Management Division *ETM*

FROM:
Chief, Non-Textual Records Section
Information Technology Branch

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SUBJECT: Agency Micrographics Program

1. Per your request the following is in response to a memorandum prepared by of the Printing and Photography Division (P&PD) of the Office of Logistics.

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2. memorandum contained several inaccurate statements and commented on other aspects of the Micrographics program on which he did not have completed information. Portions of the memorandum are extracted and comments provided.

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a. "The Office of Information Science (OIS) currently has one GS-13 project officer to administer the micrographics program, as defined in the FPMR. No new initiatives have been started in the past year and a half."

(1) Since January 1981, OIS has had a GS-11 micrographics officer assigned to the Micrographics program.

(2) During the last year and a half, several new initiatives have been started. These number 12 approved micrographic projects. The approval forms for these projects were provided to for review.

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(3) A major micrographics conversion project was terminated during the last year. This was the Domestic Collection Division (DCD) file room conversion. This collection consisted of more than 1,000 linear feet of material that was approved for conversion to microfiche. P&PD could only photograph 2 boxes per week of this material. The growth rate of this collection was over 100 feet a year and the filming rate established by P&PD did not keep up with this growth rate. In addition, part-time file preparation personnel hired as a result of ISAS initiatives, but administered by P&PD, were constantly removed from the DCD project to service other priorities within P&PD.

b. "Review and approve new projects. (Printing and Photography (P&PD) handles all new Computer Output Microfilm (COM) projects. OIS, along with P&PD or other production elements, handle new source document projects. Deputy Director Operations (DDO) handles all their internal COM and source documents projects."

No comment.

c. "Audit the Program. (This isn't currently being done.)"

One program audit was conducted during the last year. [redacted] ran an audit of the Archives and Records Center. A copy of this audit report was provided to [redacted] P&PD was not involved in this audit and were not aware that it had been done.

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d. "Develop and maintain an inventory of applications and equipment. (OIS has an outdated equipment inventory. P&PD has an inventory of their applications.)"

(1) The requirement to maintain an equipment inventory is established by FPMR 101-11.5, Micrographics. The FPMR requires an inventory of production and reproduction equipment. We have attempted, in the past, to maintain an inventory of all micrographics equipment. The inventory is out of date. This results from several conditions. We have not devoted a lot of time to this effort. We can keep fairly good control over what is purchased as we must sign off on the requisitions. However, any office in the Agency can PFI equipment and we find it much more difficult to get copies of the PFI documents.

(2) Discussions have been held in ITB as to the need to maintain a central inventory, since each component maintains their own inventory of accountable equipment this could technically meet the FPMR requirement.

e. "Review and approve acquisition of micrographics equipment. (Currently being done by OIS.)"

No comment.

f. "Issue internal regulations and procedures for the program. (None in the last two years.)"

The new FPMR published in February 1979 was distributed to all members of the Agency Micrographics Users Group. This group was comprised of major micrographics users and producers. In addition the new records disposition handbook contains instructions relating to micrographics.

g. "Inspection of permanent microform. (Isn't currently being done.)"

(1) With the assistance of the Office of Security (OS), a collection of microfiche were selected and inspected per the guidelines of the FPMR. This test program resulted in the inspection of some 750 microfiche from the OS dossier collection. Laboratory time requirement to inspection and record data on the microfiche amounted to about 3 3/4 minutes per fiche or slightly less than six man days. With the total amount of microforms in the Agency running into the millions of pages this inspection program will require several man years of effort. We do not have this manpower.

(2) Another point to consider on the inspection programs is that the National Archives and Records Service (NARS) has recently let a contract for a pilot study of the inspection requirements within NARS, and as of now are not inspecting their own microforms.

(3) The final result of our inspection efforts was the decision to declare the Security records to have a 20 year rather than a permanent retention period. The total OS microfiche collection, of some 105,000 microfiche, was destroyed based on the new retention period.

h. "Provide systems analysis and cost effective analysis of proposal micrographics systems. (Not currently being done.)"

(1) We do a systems study of each proposed micrographics project. This includes an onsite review of the records collection as well as a review of the records control schedule to determine if the collection is a candidate for filming. We do not as a matter of course prepare a cost analysis for micrographics conversions.

(2) The DDO has in the past prepared cost data for some of the conversions they have undertaken.

i. "Provide training on micrographics systems/applications. (OIS conducts once a year training.)"

OIS has conducted 23 Introduction to Micrographics seminars over the last several years. In 1979, we had three seminars and 92 attendees. In 1980, we had one seminar and 28 attendees. In 1981, we had one seminar and 21 attendees, several of whom were from OIS offices. The response to the announcement of Introduction to Micrographics courses has declined as emphasis on the program declined,

as a result of management decisions in the mid-to-late 1970's when the branch was reduced from five full-time to one full-time employee. With the formation of the OIS Career Sub-Group and the need to train many entry level employees, we expect training requirements to increase.

g. "Interaction with other members of the Intelligence Community. [redacted] will be asked to chair the Intelligence Information Handling Committee (IHC) Micrographics Working Group.) (Nothing is currently being done.)"

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The micrographics working group of the Intelligence Handling Committee has been inactive since the retirement of the chairman, [redacted] of Defense Intelligence Agency about December 1980 or January 1981, according to [redacted] of the IHC. Recently, it was decided to reactivate this working group and a request for nominations for candidates for chairman were requested from member Agencies. [redacted] was nominated and selected as the new chairman of the micrographics working group.

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3. We feel that OIS should continue to manage the Agency Micrographics Program as part of it's overall responsibility for the Agency Records Management program.

4. There may be some possibility of P&PD assisting by taking over the total microform inspection activity, as they have the equipment and the personnel to perform the tests required. However, the selection of the materials to be inspected would probably have to remain with the office of record of the microform collection. Again it must be stated that the inspection program would be a massive undertaking and require additional resources.

5. Another area of the program where P&PD might be able to assist is in the maintenance of the equipment inventory. Additional study would be required to determine the feasibility of transferring either of these subparts of the micrographics program to P&PD.

STAT



Attachment:

FPMR Subpart 101-11.5,
Micrographics

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

February 28, 1979

FEDERAL PROPERTY MANAGEMENT REGULATIONS
AMENDMENT B-42

TO : Heads of Federal agencies

SUBJECT: Change to Subchapter B - Archives and Records

1. Purpose. This amendment transmits changed pages to Subchapter B - Archives and Records.
2. Effective date. The regulation transmitted by this amendment is effective upon publication in the Federal Register.
3. Background. Recent evaluations of agency micrographics programs and increasing numbers of telephonic requests for information and assistance reflect a need to provide standards and guidance for agencies in setting up an internal agency management program for micrographics. Expanded application of micrographics technology in a wide variety of Federal Government records management functions has increased the need for quality control standards and for guidelines for applying this technology to records systems dealing with active and nonpermanent records for more efficient and cost effective micrographics programs. This regulation addresses these needs.
4. Explanation of changes. Subpart 101-11.5 has been revised and expanded to include sections on agency program responsibilities, NARS responsibilities, and micrographic systems analysis. Other sections within the subpart have been combined under new titles and expanded to include nonpermanent as well as permanent records.



JAY GOLDMON

Administrator of General Services

(Published in the Federal Register March 15, 1979, 44 FR 15715)

FILING INSTRUCTIONS

Remove pages

Insert Pages

iii-iv Contents of Subchapter B
1129-1130.3

iii-iv Contents of Subchapter B
1129-1130.5

Attachment

GSA DC-01904224

OIS should keep

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 - 101-11.501 Authority.
 - 101-11.502 Definitions.
 - 101-11.503 Agency program responsibilities.
 - 101-11.504 NARS responsibilities.
 - 101-11.505 Micrographic systems analysis.
 - 101-11.506 Standards and guidelines for creation of microform records.
 - 101-11.506-1 Authorization.
 - 101-11.506-2 Preparation.
 - 101-11.506-3 Microfilming.
 - 101-11.507 Standards and guidelines for the maintenance of microform records.
 - 101-11.507-1 Storage.
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 - 101-11.510 Centralized micrographic services.
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Subpart 101-11.6—Records Equipment and Supplies

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- 101-11.602 [Reserved]
- 101-11.603 Stationery standards.
- 101-11.603-1 General provisions.
- 101-11.603-2 Standard specifications.
- 101-11.603-3 Letterhead stationery.
- 101-11.603-4 Memorandum stationery.
- 101-11.603-5 Continuation sheets.
- 101-11.603-6 Manifold (tissue) sheets.
- 101-11.603-7 [Reserved]
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- 101-11.603-9 Envelopes; borders, markings, etc.
- 101-11.603-10 Procurement forms.
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- 101-11.603-12 Standard Form 63, Memorandum of Call, Nov. 1961.
- 101-11.603-13 Standard Form 65, U.S. Government Messenger Envelope, Nov. 1961.
- 101-11.603-14 Optional Form 27, United States Government 2-way Memo.

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- 101-11.701-5 Program considerations.
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Sec.

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- 101-11.801 Authority.
- 101-11.802 Definitions.
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101-11.503(b)

Subpart 101-11.5—Micrographics

§ 101-11.500 Scope of subpart.

This subpart provides (a) standards, regulations, and guidelines for using micrographics technology in the creation, use, storage, retrieval, preservation, and disposition of Federal Government records and (b) information concerning micrographics services available from the National Archives and Records Service (NARS). Additional guidance on the use of micrographics is available in NARS records management handbooks.

§ 101-11.501 Authority.

As provided in 44 U.S.C. chapters 29 and 33, the Administrator of General Services is authorized to (a) establish standards for the photographic and micrographic production and reproduction of records by Federal agencies with a view to disposal of the original records; (b) establish uniform standards within the Government for the storage, use, and disposition of processed microfilm records; (c) develop and promote standards to improve the management of records; and (d) establish, maintain, and operate centralized microfilming services for Federal agencies.

§ 101-11.502 Definitions.

For the purpose of this Subpart 101-11.5, the following definitions shall apply:

(a) *Archival microfilm*. Silver halide microfilm meeting the requirements of Federal Standard No. 125D, Film, Photographic and Film, Photographic, Processed (for permanent records use); American National Standards Institute (ANSI) Standard PH1.25-1976 Safety Photographic Film, Specifications for; PH1.28-1976 Photographic Film for Archival Records, Silver Gelatin Type on Cellulose Ester Base, Specifications for; PH1.41-1976 Photographic Film for Archival Records, Silver Gelatin Type on Polyester Base, Specifications for; when tested by ANSI Standard PH4.8-1971, Methylene Blue Method for Measuring Thio-sulfate and Silver Densitometric Method for Measuring Residual Chemicals in Films, Plates, and Papers; and stored in accordance with ANSI Standard PH1.43-1976, Storage

of Processed Safety Photographic Film, Practices for.

(b) *Computer Output Microfilm (COM)*. Microfilm containing data produced by a recorder from computer-generated signals.

(c) *Facility*. An area set aside for equipment and operations required in the production or reproduction of microforms either for internal use or for the use of other organizational elements of the Federal Government.

(d) *Microfilm*. (1) Raw (unexposed and unprocessed) film with characteristics that make it suitable for use in micrographics;

(2) The process of recording micro-images on film; and

(3) A fine-grain, high-resolution photographic film containing an image greatly reduced in size from the original.

(e) *Microform*. A term used for any form containing microimages.

(f) *Micrographics*. The science and technology of document and information microfilming and associated microform systems.

(g) *Microimage*. A unit of information, such as a page of text or a drawing, that has been made too small to be read without magnification.

(h) *Permanent Record*. Any record (see 44 U.S.C. 3301) that has been determined by the Archivist of the United States to have sufficient historical or other value to warrant its continued preservation by the Government.

(i) *Micrographic System*. A configuration of equipment and procedures for the production, reproduction, maintenance, storage, retrieval, display, or use of microforms. A micrographic system may involve one or more, but not necessarily all, of the functions listed above.

§ 101-11.503 Agency program responsibilities.

Each agency shall:

(a) Issue internal regulations and procedures for the submission, review, and approval or disapproval of proposed micrographic systems and applications;

(b) Issue procedures for evaluating the continued efficiency and effectiveness of micrographic systems and applications;

PART 101-11 RECORDS MANAGEMENT

101-11.503(c)

(c) Review ongoing micrographic systems periodically for conformance to established policies, procedures, and standards;

(d) Develop and maintain a complete and accurate inventory of micrographic production and reproduction equipment within the agency; e.g., cameras, processors, duplicators, COM recorders for the purpose of resource management. The inventory shall, as a minimum, include: Type of equipment, name of manufacturer, model and serial number, date of acquisition, location, and purchase or rental status;

(e) Disseminate all NARS publications containing micrographics standards and guidelines and other current information concerning the advantages and limitations of micrographic systems to managers and operating officials involved in the development or operation of micrographic systems;

(f) Assign responsibility for the review and approval of all micrographic systems to a specific office or official. The responsible office or official shall establish procedures for the review and approval of ongoing and proposed system and application requests to ensure that they are complete and contain the information shown in § 101-11.505; and

(g) Submit to General Services Administration (NRO), Washington, DC 20408, one copy of agency directives issued in accordance with paragraphs 101-11.503 (a), (b), and (f).

§ 101-11.504 NARS responsibilities.

NARS shall:

(a) Disseminate to agencies the standards and criteria necessary for developing, evaluating, and operating micrographic systems. This includes:

(1) Information to acquaint potential users with micrographics technology and its various applications;

(2) Methods and procedures for conducting feasibility studies;

(3) Criteria for estimating cost and guidelines for comparing existing and proposed systems with alternative approaches;

(4) Standards for microforms and formats, and guidelines for selecting appropriate micrographic systems for specific types of applications; and

(5) Standards and guidelines for evaluating the continuing efficiency and effectiveness of micrographic systems;

(b) Analyze Government-wide practices through research projects and inspections to determine areas in which the application of micrographics will improve efficiency and effectiveness in the creation and use of documents and information;

(c) Conduct periodic inspections of agencies' micrographics programs as part of the NARS records management program evaluation prescribed in § 101-11.103, Agency program evaluation;

(d) Coordinate with the Government Printing Office (GPO) on matters involving micropublishing, with the National Bureau of Standards (NBS) on Federal Information Processing Standards concerning micrographics, and with the Automated Data and Telecommunications Service (ADTS), GSA, on procurement and use of COM equipment;

(e) Respond within 60 days to agency requests to the Office of Federal Records Centers (NC) for authorization to dispose of original records after microfilming as prescribed in § 101-11.506-1; and

(f) Provide centralized micrographic services described in § 101-11.510.

§ 101-11.505 Micrographic systems analysis.

(a) A system analysis including a cost/benefit analysis shall be conducted by the agency prior to the decision to establish a micrographic system.

The cost/benefit analysis shall include a comparative cost analysis in accordance with Office of Management and Budget (OMB) Circular A-76, if it meets the guidelines described therein.

(b) The system analysis shall contain the following items:

(1) An examination of the current operating system to evaluate the need for the documents or information and the use to which they are put.

(2) A consideration of the alternatives to micrographics including such measures as:

SUBPART 101-11.5 MICROGRAPHICS

101-11.506-2(a)

(i) Revising records control schedules to provide for the disposition of paper records by disposal, by transfer of inactive paper records to the Federal records centers, or by offer of permanently valuable paper records to the National Archives and Records Service; and

(ii) Improving current retrieval and distribution procedures using paper records.

(3) A consideration of all feasible alternative methods of creating the microform records, such as:

(i) Purchase, lease or lease-purchase of equipment.

(ii) Sharing micrographic production equipment already in the agency.

(iii) Using the micrographic facility of another agency.

(iv) Contracting for NARS reimbursable micrographic services.

(v) Contracting with a non-Government commercial services firm.

(vi) Other alternatives identified in the analysis.

(4) An analysis of the workload and staffing requirements to ensure sufficient trained personnel to operate and maintain the micrographic system.

(5) An examination of the information needs of the user when determining reduction ratio, format, quality control procedures, viewing equipment, and user training.

(6) A review to ensure compatibility of microforms used within the agency and those used to transmit information to other agencies and the public.

(7) A determination of the availability and cost of specialized space requirements: i.e., temperature, humidity control, or plumbing.

(c) The chosen alternative shall be the most cost effective and efficient system unless overriding intangible benefits necessitate an alternate decision.

(d) Procurement of COM equipment is subject to the provisions of 41 CFR 101-32 covering utilization and procurement of automatic data processing equipment.

(e) Procurement of equipment for micropublishing is subject to the provisions of the Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the U.S.

§ 101-11.506 Standards and guidelines for § 101-11.506-1 Authorization.

(a) Agencies proposing to microfilm records to dispose of the original records shall request authority on Standard Form (SF) 115, Request for Records Disposition Authority, in accordance with § 101-11.406-2. The SF 115 shall provide for the disposition of original records and microforms.

(1) Agencies proposing microfilming methods and procedures meeting the standards in § 101-11.506-3 shall include on the SF 115 the following certification: "This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506."

(2) Agencies whose proposed microfilming methods and procedures do not meet the standards in § 101-11.506-3 shall include on the SF 115 a description of the system and standards proposed for use.

(b) Agencies proposing to retain and store the silver original microforms of permanent records after disposal of the original records shall include on the SF 115 a statement that storage conditions shall adhere to the standards of §§ 101-11.507 and 101-11.508. Such agencies shall also indicate when the first inspection of microfilm required by § 101-11.507-2 will be conducted.

(c) Agencies proposing to retain the original records in accordance with the approved records disposition schedule, should not submit an SF 115. These agencies may apply agency standards and requirements for creation of microforms of the records. The agency shall, however, ensure that the requirements of § 101-11.503 are satisfied.

§ 101-11.506-2 Preparation.

(a) The integrity of the original records authorized for disposal shall be maintained by ensuring that the original microforms are adequate substitutes for the original records and serve the purpose for which such records were created or maintained. Copies shall be complete and contain all record information shown on the originals.

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(b) The records shall be arranged, identified, and indexed so that any individual document or component of the records can be located. At a minimum, the records shall include information identifying the agency and organization; the title of the records; the number of identifier for each unit of film; the security classification, if any; and the inclusive dates, names, or other data identifying the records to be included on a unit of film.

§ 101-11.506-3 Microfilming.

(a) The film stock used to make microforms of permanent records for the purpose of disposal of the original shall conform to Federal Standard No. 125D and be on safety-base permanent record film as specified in ANSI PH1.25-1976, Safety Photographic Film, Specifications for; PH1.28-1976, Photographic Film for Archival Records, Silver Gelatin Type on Cellulose Ester Base, Specifications for; PH1.41-1976, Photographic Film for Archival Records, Silver Gelatin Type on Polyester Base, Specifications for; and tested according to PH1.29-1971, Curl of Photographic Film, Methods for Determining the; and PH1.31-1973, Brittleness of Photographic Film, Method of Determining the. Procedures for testing are covered in Federal Standard No. 170B, Film Photographic, Black and White, Classification and Testing Methods, which cites ANSI standards. To ensure protection for permanent records, agencies using microfilm systems which do not produce silver halide originals meeting the above standards shall submit with the SF 115 required by § 101-11.506-1, a schedule for the production of silver duplicates meeting the standards.

(b) All indexes, registers, or other finding aids, if microfilmed, shall be placed in the first frames at the beginning of a roll of film or in the last frames of a microfiche or microfilm jacket. Computer-generated microforms shall have the indexes following the data on a roll of film or in the last frames of a microfiche or microfilm jacket. Other index locations may be used only if dictated by special system constraints.

(c) Systems that produce original permanent records on microfilm with no paper original; e.g., COM, shall be designed so that they produce microfilm which meets the standards of this § 101-11.506-3.

(d) Microfilm processing.

(1) Microforms of permanent records planned for the purpose of disposal of the original shall be processed so that the residual thiosulfate ion concentration will not exceed 0.7 microgram per square centimeter in a clear area. Agencies or services that conduct tests for Federal agencies shall meet this requirement by performing the methylene blue test specified in ANSI PH4.8-1971. Agencies that do not have testing facilities or use commercial testing services shall submit a sample for testing from a clear area of the film measuring at least 6 square inches (i.e., 12 inches of 16mm film; 6 inches of 35mm film, 3 aperture cards, or 1 microfiche), to General Services Administration (NAP), Washington, DC 20408. A charge will be made for each sample tested. Charges are announced in the FPMR Bulletins.

(2) If the processing is to be of the reversal type, it shall be full photographic reversal; i.e., develop, bleach, expose, develop, fix, and wash.

(e) Quality standards. (1) The method for determining minimum resolution on microforms of source documents shall conform to the Quality Index Method of determining resolution and anticipated losses when duplicating as described in the National Micrographics Association (NMA) Recommended Practice MS104.

The procedure for density measurement is described in NMA Recommended Practice MS104-1972.

(3) Computer Output Microforms shall meet the NMA Standard MS1-1971, Quality Standards for Computer Output Microfilm.

(f) Microforms and formats. (1) The following formats shall be mandatory standards for microforms produced by or for Federal agencies:

(i) The formats described in ANSI Standard MS14-1978, Specifications for 16 and 35mm Microfilms in Roll Form, shall be used for microfilming source documents on 16mm roll film.

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A reduction ratio of 24:1 shall be used whenever document size permits.

(ii) The formats described in ANSI Standard MS14-1978, Specifications for 16 and 35mm Microfilms in Roll Form, shall be used for microfilming source documents on 35mm roll film. When microfilming on 35mm film for aperture card applications, format 2 prescribed in MIL-STD 399A, Military Standard Microform Formats, shall be mandatory.

(iii) Format 3 prescribed in MIL-STD 399A shall be used for aperture cards.

(iv) For microfilming source documents on microfiche, the formats prescribed in MIL-STD 399A and the standards and specifications referenced therein shall be used where appropriate for the size of documents being filmed.

(i) For permanent records, a Quality Index of five is required at the third-generation level.

(ii) For nonpermanent records, a Quality Index of five is required at the level of the specific number of generations used in the system.

(iii) Resolution tests shall be performed using the NBS 1010a Microcopy Resolution Test Chart and the patterns will be read following the instructions provided with the chart.

(iv) The character used to determine the height used in the Quality Index formula shall be the smallest character used to display record information.

(2) The background photographic densities on microforms must be appropriate to the type of documents being filmed. Recommended background densities are as follows:

(v) Mandatory Federal COM format standards are contained in Federal Information Processing Standards (FIPS) Publication Number 54 which is hereby incorporated by reference.

(2) The outside dimensions for microfilm jackets shall be 148.00+0.00 - 1.00mmX105.00+0.00 - 0.75.

(g) Microfilm duplicating. The production of more than 250 duplicates from an original microform: i.e., one roll of microfilm 100 feet in length or one microfiche, requires the approval of the Joint Committee on Printing, Congress of the United States, as set forth in the Government Printing and Binding Regulations. Administrative records and accounting reports are exempted from this requirement.

§ 101-11.507 Standards and guidelines for the maintenance of microform records.

§ 101-11.507-1 Storage.

Nonpermanent microform records can be safely maintained under the same conditions as most paper records. The following standards as specified in ANSI PH1.43-1976 are required for storing permanent record microforms:

(a) Microforms stored in roll form shall be wound on cores of reels made of noncorroding materials such as nonferrous metals or inert plastics. Other metals may be used provided that they are coated with a corrosion-resistant finish. Plastics and coated metals that may exude fumes during storage shall not be used. Rubber bands shall not be

Classification	Description of documents	Background density
Group 1	High-quality printed books, periodicals, and dense typing	1.30-1.50
Group 2	Fine-line originals, letters typed with a worn ribbon, pencil writing with a soft lead, and documents with small printing.	1.15-1.40
Group 3	Pencil drawings, faded printing, graph paper with pale, fine colored lines, and very small printing such as footnotes.	1.00-1.20
Group 4	Very weak pencil manuscripts and drawings, and poorly printed, faint documents.	0.90-1.10
Group 5	COM	1.50-2.00

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used for confining film on reels or cores. If paper bands are used, the paper shall meet the specifications of ANSI PH1.53-1978.

(b) Storage containers for microforms shall be made of inert materials such as metal or plastic. Containers made of paper products should be avoided unless the conditions prescribed in ANSI Standard PH1.53-1978 are met. The containers shall be closed to protect the microforms from environmental impurities and improper humidities.

(c) Storage rooms or vaults for archival microforms shall be fire-resistant and must not be used for other purposes such as storage of other materials, office space, or working areas. The National Fire Protection Association (NFPA) publication NFPA 232, Protection of Records, 1970, provides further guidance. Protection from damage by water shall be accomplished by storing permanent record microforms above reasonably anticipated flood stages.

(d) Environmental conditions required. (1) The relative humidity of the storage room or vault shall range from 20 to 40 percent with an optimum of 30 percent. Rapid and wide-range humidity changes will be avoided and shall not exceed a 5 percent change in a 24-hour period.

(2) Temperature shall not exceed 70° F. Rapid and wide-range temperature changes shall be avoided and shall not exceed a 5 percent change in a 24-hour period. A storage temperature of 35° F. or below should be used for color film.

(3) Solid particles, which may abrade film or react with the image, shall be removed by mechanical filters from air supplied to housings or rooms used for archival storage. The mechanical filters are preferably of dry media type having an arrestance or cleaning efficiency of not less than 85 percent as determined by the stain test described in ASHRAE Standard 52-68(11).

(4) Gaseous impurities such as peroxides, oxidizing agents, sulphur dioxide, hydrogen sulfide, and others which cause deterioration of microforms shall be removed from the air by suitable washers or absorbers. Archival microforms shall not be stored

in the same room with nonsilver gelatin films. They also shall not be stored in another room using the same ventilation system because gases given off by the other films may damage or destroy the images on the silver archival films.

§ 101-11.507-2 Inspection.

(a) Master films of permanent record microforms and records microfilmed to dispose of the original record shall be inspected every 2 years during their scheduled life. The inspection shall be made using a 1 percent randomly selected sample in the following categories: 70 percent microforms not previously tested, 20 percent—microforms tested in the last inspection, and 10 percent—control group. The control group shall represent samples of microforms from the oldest microforms filmed through the most current. The results of the inspection shall be reported to General Services Administration (NC), Washington, DC 20408, 30 days after the inspection is completed. Reports shall include (1) the quantity of microform records on hand; i.e., number of rolls and number of microfiche; (2) the quantity of microforms inspected; (3) the condition of the microforms; (4) any defects discovered; and (5) corrective action taken.

(b) The elements of the inspection shall consist of (1) an inspection for aging blemishes following the guidelines in the National Bureau of Standards Handbook 96, Inspection of Processed Photographic Record Films for Aging Blemishes; (2) a rereading of resolution test targets; (3) a remeasurement of density; and (4) a certification of the environmental conditions under which the microforms are stored, as shown in § 101-11.506-1.

(c) An inspection log shall be maintained. Information to be contained in the log shall include (1) a complete description of all records tested (title; number or identifier for each unit of film; and inclusive dates, names, or other data identifying the records on the unit of film); (2) the record group; i.e., newly tested, previously tested; or control group; (3) the date of inspec-

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tion; (4) the elements of inspection; (5) the defects uncovered; and (6) the corrective action taken. In addition, the log shall contain the results of all archival film tests required by § 101-11.506-3.

(d) An agency having in its custody a master microform that is deteriorating, as shown by the inspection, shall prepare a silver duplicate to replace the deteriorating master.

(e) Agencies are responsible for the inspection of agency microfilm records transferred to Federal Records Centers.

§ 101-11.508 Standards and guidelines for the use of microform records.

(a) The master microform shall not be used for reference purposes. Duplicates shall be used for reference and for further duplication on a recurring basis or for large-scale duplication, as for distribution of records on microform. Agency procedures shall ensure that master microforms remain clean and undamaged during the duplication process.

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

§ 101-11.509 Disposition of microform records.

The disposition of microform records shall be carried out in the same manner prescribed for other types of records in Subpart 101-11.4, with the following additional requirements:

(a) The silver halide original (or a silver halide duplicate microform record created in accordance with § 101-11.506-3), plus one copy (silver, diazo, or vesicular), for permanent records, of each record microfilmed by an agency, shall be verified for completeness and accuracy. The microforms shall be transferred to an approved agency records center, the National Archives, or to a Federal Records Center, at the time that the records are to be retired in accordance with the approved records control schedule.

(b) The microforms shall be accompanied by information identifying the agency and organization; the title of the records; the number or identifier

for each unit of film; the security classification, if any; the inclusive dates, names, or other data identifying the records to be included on a unit of film; and a certification by an agency official that the microforms were produced in the normal course of agency operations and that care has been taken to ensure that the microforms are a complete and accurate copy of the original records.

§ 101-11.510 Centralized micrographic services.

§ 101-11.510-1 Services available.

The following micrographic services of the National Archives and Records Service are available to Federal agencies:

(a) Technical advice and assistance in designing and implementing agency projects and programs to preserve records, reduce volume, provide security copies; make duplicate copies, or improve information retrieval systems;

(b) Information on current uses of micrographics, new micrographic techniques; and developments in the field; and

(c) Reimbursable microfilming services including the preparation, indexing, and filming of records, inspection of film, and labeling of film containers.

§ 101-11.510-2 Requesting services.

(a) Agencies desiring technical assistance from NARS should communicate with General Services Administration (NR), Washington, DC 20408, or the appropriate regional National Archives and Records Service.

(b) Agencies desiring microfilming services should contact General Services Administration (NC), Washington, DC 20408, or the nearest regional Office of the National Archives and Records Service or any of the Federal Archives and Records Centers.

§ 101-11.510-3 Fees for services.

The fees for microfilming services will be announced in GSA bulletins. For microfilming services not listed, contact the office shown in § 101-11.510-2(b).

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