

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1350.20B

12/22/87

SUBJ: MICROGRAPHICS / ELECTRONIC IMAGE MANAGEMENT PROGRAM

1. **PURPOSE.** This order establishes procedures and assigns responsibilities for the effective management of micrographics and optical disk systems in FAA.
2. **DISTRIBUTION.** This order is distributed to the division level in Washington, regions, and centers, and to all Records Management Officers.
3. **CANCELLATION.** Order 1350.20A, Micrographics Management Program, dated December 12, 1981, is canceled.
4. **BACKGROUND.** Recent advances in micrographics and optical disk technologies now provide attractive alternatives to the printed page. These advances have been stimulated by the spiraling increases in the cost of postage and printing; the continued proliferation of paperwork; and the emergence of new automated retrieval methods.
5. **EXPLANATION OF CHANGES.** This revision expands the agency's micrographics management program to include optical disk systems. Also included are pertinent references to Federal regulations recently issued by General Services Administration (GSA) and National Archives and Records Administration (NARA).
6. **DEFINITIONS.**
 - a. **Micrographics** is the technology which reduces any form of information to microform for later use.
 - b. **Microform** is a general term for microimages recorded on film that includes microfiche, aperture cards, microfilm, and Computer-Output-Microfiche (COM).
 - c. **Micrographic System** is a configuration of equipment and procedures that utilizes microforms for the production, reproduction, viewing, or retrieval of required documentation.
 - d. **Micropublishing** is the use of microforms in lieu of printed copy involving production of more than 250 duplicates from original microform. Administrative records converted to microforms are excluded.
 - e. **Optical Disk** is a laser recorded medium that can electronically store up to 80,000 pages or images per disk in Write Once Read Many (WORM) format and up to 300,000 pages per disk for the Compact Disk-Read Only Memory (CD-ROM) type.
 - f. **Optical Disk System** is a configuration of electronically connected equipment that scans, records, stores, retrieves, and prints documents or images.
7. **FORM.** FAA Form 1350-5, Micrographics/Electronic Image System Proposal, can be obtained from the FAA Micrographics Management Officer, AMS-410, in the Office of Management Systems and from regional and center records officers.

8. **AUTHORITY.** Legal references and regulations governing the FAA Micrographics/Electronic Image Management Program are as follows:

a. As provided in 44 U.S.C. Chapters 29 and 33, the Archivist of the United States is authorized to establish standards for micrographic production and reproduction of records by Federal agencies with a view to disposal of the original records; and to establish uniform standards for the storage, use, and disposition of converted records.

b. Appendix 1, 36 CFR Part 1230. Micrographics; Subpart A, Standard/s for the Creations of Microform Records; Subpart B - Standards for the Maintenance, Use, and Disposition of Microform Records; Subpart C - Centralized Micrographics Services.

c. Appendix 2, 41 CFR Part 201-45.109. Micrographics Management; provides agency standards and guidelines for using micrographics technology in the creation, use, storage and retrieval of Federal records.

d. Regulations of the Congressional Joint Committee on Printing (JCP) require FAA to obtain JCP approval of micropublishing activity and micropublishing equipment, and require FAA central coordination of such activity.

9. **OBJECTIVES.** The objectives of the FAA Micrographics/Electronic Image Management Program are to:

a. Promote the effective use of micrographics and optical disk equipment and services wherever practical and economical as part of the agency's printing, documentation, and information systems.

b. Assure that all micrographic and optical disk systems are reviewed and approved prior to implementation.

c. Assure standardization and compatibility among agency micrographics equipment and systems.

10. **RESPONSIBILITIES.**

a. **The Office of Management Systems is responsible for:**

(1) Issuing and maintaining agency standards and procedures for micrographic systems management.

(2) Reviewing ongoing micrographic and optical disk systems periodically for conformance to established policies, procedures, and standards.

(3) Approving or disapproving all office and service feasibility studies for new micrographic and optical disk systems and applications.

(4) Approving or disapproving all office and service requests for micrographics and optical disk equipment and/or procurable services, excluding maintenance and supplies.

(5) Developing and maintaining a complete and accurate inventory of all micrographics equipment and optical disk systems located throughout the agency.

(6) Providing technical advice on available micrographic and optical disk equipment and assistance in designing and implementing approved systems.

b. **Offices, Services, Regions, and Centers are responsible for:**

(1) Procuring and maintaining micrographic and optical disk systems within their jurisdiction. It is suggested that blanket maintenance service contracts for equipment (fiche readers excluded) be obtained and monitored by the Acquisition and Materiel Service, the Logistics Divisions in the regions, or the Management Services Divisions in the centers.

(2) Maintaining an accurate inventory of all micrographics equipment and optical disk systems located within their jurisdictions. The inventory shall include: type of equipment, name of manufacturer, model and serial number, date of acquisition, location, and purchase or rental status.

(3) Conducting a feasibility study in accordance with 41 CFR Part 201-45.109-4 for new or revised micrographic systems assuring that applications conform to agency standards contained in Order 1350.21A, FAA Microform Standards and chapter 8 of Order 1350.14A, Records Management.

(4) Requesting authority from the Office of Management Systems for proposed micrographic or optical disk systems that call for disposal of records after conversion. This authorization must be obtained prior to disposal of paper records. See chapter 8 of Order 1350.14A and appendix 2 for additional information and procedures.

c. Offices and services shall submit all feasibility studies and requests for micrographic equipment or optical disk systems to the Office of Management Systems for final approval.

d. Regional and center directors or their designees have the approval authority for all feasibility studies, micrographic equipment, and optical disk systems. It is suggested that the approval function be assigned to the Management Systems Branch or Division in the regions or Management Services Division in the centers. A copy of all approved feasibility studies shall be forwarded to the Office of Management Systems for information purposes.

11. MICROGRAPHIC OR OPTICAL DISK SYSTEM APPROVAL.

a. **Feasibility Study.** Each requesting organization shall be responsible for obtaining or conducting a feasibility study containing a cost/benefit analysis for optical disk and micrographic systems. Prior to any feasibility study, requesting organizations shall contact the Office of Management Systems to determine if similar studies have been conducted. Those applications involving classified or "official use only" information must follow the provisions of Order 1600.2B, National Security Information, and Order 1600.15D, Control and Protection of "For Official Use Only" Information. Applications involving automatic data processing equipment, software, or services are governed by related ADP management directives.

b. **Advice and Assistance.** Technical advice and assistance concerning micrographic and optical disk technologies are available from the Office of Management Systems, AMS-410.

c. **FAA Form 1350-5, Micrographics/Electronic Image System Proposal.** This form shall be used as a guide in making studies and for requesting micrographic or optical disk system approvals. Supplies of these forms are available from AMS-410, and from regional and center records officers.

d. Review and Approval.

(1) The regional or center director, or the director's designee, shall approve or disapprove all micrographic or optical disk system requests.

(2) The Office of Management Systems shall review and approve or disapprove all office and service micrographic and optical disk system requests and shall obtain necessary National Archives and Records Administration approval for planned agency systems that call for disposal of the paper records after conversion.

(3) All new requirements for micropublishing applications require the prior approval of the Joint Committee on Printing (JCP). The proposal stating these requirements shall be submitted to the Office of Management Systems prior to final approval for transmittal to JCP through the Office of the Secretary of Transportation.

12. EXCEPTIONS. In the event of a micrographic or optical disk system outage which interrupts or delays production that is time-critical, the organization administratively responsible for the operation of the system may immediately initiate efforts to procure contractual production services on an interim basis for the duration of the outage. Under these circumstances, the feasibility study and prior approval requirements of this order are temporarily waived.

13. MEMORANDUMS OF AGREEMENT. Memorandums of Agreement, supplementary to this order, may be entered into by the directors of affected offices, services, centers, or regions. Applicable policy, procedures, and operating practices to be utilized for a specific system shall be described in detail. Such Memorandums of Agreement may also authorize contingency plans to be followed in event of critical systems outages.



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APPENDIX 1 - 36 CFR, PART 1230

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PART 1230—MICROGRAPHICS

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AUTHORITY: 44 U.S.C. 2907, 3302 and 3312.

SOURCE: 50 FR 26935, June 28, 1985, unless otherwise noted.

§ 1230.1 Scope of part.

This part provides standards for using micrographic technology in the creation, use, storage, retrieval, preservation, and disposition of Federal records. Agencies should also consult 41 CFR Subpart 201-45.1 for GSA requirements relating to micrographic records management programs.

§ 1230.2 Authority.

As provided in 44 U.S.C. Chapters 29 and 33, the Archivist of the United States is authorized to establish standards for the photographic and micrographic production and reproduction of records by Federal agencies with a view to disposal of the original

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records; to establish uniform standards within the Government for the storage, use, and disposition of processed microfilm records; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

§ 1230.4 Definitions.

For the purpose of this part, the following definitions shall apply:

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 PH1.25-1984 Safety Photographic Film, Specification for; PH1.28-1984 Photographic Film for Archival Records, Silver Gelatin Type on Cellulose Ester Base, Specifications for; PH1.41-1984 Photographic Film for Archival Records, Silver Gelatin Type on Polyester Base, Specifications for; when tested by ANSI Standard PH4.8-1984, Methylene Blue Method for Measuring Thiocyanate and Silver Densitometric Method for Measuring Residual Chemicals in Films, Plates, and Papers; and stored in accordance with ANSI Standard PH1.43-1983, Storage of Processed Safety Photographic Film, Practices for.

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

Facility. As 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.

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

(b) The process of recording microimages on film; and

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

Microform. A term used for any form containing microimages.

Microimage. A unit of information, such as a page of text or a drawing,

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that has been made too small to be read without magnification.

Permanent record. Any record (see definition in 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.

Unscheduled records. Any record that has not been appraised by NARA, i.e., a record that has neither been approved for disposal nor designated as permanent by the Archivist of the United States.

Subpart A—Standards for Creation of Microform Records

§ 1230.10 Authorization.

(a) Agencies proposing to microfilm permanent records or unscheduled records shall submit Standard Form (SF) 115, Request for Records Disposition Authority, in accordance with Part 1228 of this chapter. The SF 115 shall provide for the disposition of original records and microforms.

(1) Agencies proposing microfilming methods and procedures meeting the standards in § 1230.14 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 36 CFR Part 1230."

(2) Agencies having proposed microfilming methods and procedures that do not meet the standards in § 1230.14 shall include on the SF 115 a description of the system and standards proposed for use.

(b) The approved retention period for temporary records shall be applied to microform copies of those records; the original records shall be destroyed upon verification of the microfilm, unless legal requirements preclude early destruction of the originals. NARA approval is not required prior to implementation of this provision.

(c) 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 § 1230.20. Such agencies shall

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also indicate when the first inspection of microfilm required by § 1230.22 will be conducted.

§ 1230.12 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.

(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 or 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.

§ 1230.14 Microfilming.

(a) *Film stock standards.* 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 PH1.25-1984, Safety Photographic Film, Specifications for; PH1.28-1984, 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 these standards shall submit with the SF 115 required by § 1230.10 a schedule for the production of silver duplicates meeting the standards.

(b) *Index placement.* 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) *Original permanent microfilm records.* 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 section.

(d) *Microfilm processing.* (1) Microforms of permanent records where the original will be disposed of shall be processed so that the residual thiosulfate ion concentration will not exceed 0.007 grams per meter 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 PH4.8-1984.

(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 for determining resolution and anticipated losses when duplicating as described in the Association for Information and Image Management (AIIM) Recommended Practice MS104.

(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 or equal 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.

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

Classification	Description of documents	Background density
Group 1.....	High-quality printed books, periodicals, and dense typing.	1.1-1.3
Group 2.....	Fine-line originals, letters typed with a worn ribbon, pencil writing with a soft lead, and documents with small printing.	1.0-1.1
Group 3.....	Pencil drawings, faded printing, graph paper with pale, fine colored lines, and very small printing such as footnotes.	.90-1.0
Group 4.....	Very weak pencil manuscripts and drawings, and poorly printed, faint documents.	.80-.90
Group 5.....	COM.....	1.2-1.5

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

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

(f) *Microforms and formats.* (1) The following formats are 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. 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 Film, 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 ap-

propriate for the size of documents being filmed.

(v) Mandatory Federal COM format standards are contained in Federal Information Processing Standards (FIPS) Publication Number 54.

(2) The outside dimensions for microfilm jackets shall be 148.00+0.00-1.00mm x 105.00+0.00-0.75mm.

(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, as set forth in the Government Printing and Binding Regulations. Administrative records and accounting reports are exempted from this requirement.

Subpart B—Standards for the Maintenance, Use and Disposition of Microform Records

§ 1230.20 Storage.

Nonpermanent microform records can be safely maintained under the same conditions as most paper records. The following standards as specified in ANSI PH1.43-1983 are required for storing permanent record microforms:

(a) *Roll form.* Microforms stored in roll form shall be wound on cores or 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 for confining film on reels or cores. If paper bands are used, the paper shall meet the specifications of ANSI PH1.53-1984.

(b) *Storage containers.* 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 PH1.53-1984 are met. The containers shall be closed to protect the microforms from environmental impurities and improper humidities.

(c) *Storage rooms.* Storage rooms or vaults for archival microforms shall be fire-resistant and must not be used for

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other purposes such as office space, working areas, or storage of other materials. The National Fire Protection Association (NFPA) publication NFPA 232, Protection of Records, 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-ranging 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-ranging 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.

§ 1230.22 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 the Office of Records Administration, National Archives (NI), 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 98, Inspection of Processed Photographic Record Films for Aging Blemishes; (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 shown in § 1230.10.

(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 category; i.e., newly tested, previously tested, or control group; (3) the date of inspection; (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 § 1230.14.

(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.

§ 1230.24 Use of microform records.

(a) The master microform shall not be used for reference purposes. Dupli-

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cates 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.

§ 1230.26 Disposition of microform records.

The disposition of microform records shall be carried out in the same manner prescribed for other types of records in Part 1228 of this chapter with the following additional requirements:

(a) The silver halide original (or a silver halide duplicate microform record created in accordance with § 1230.14), 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 may 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.

Subpart C—Centralized Micrographic Services

§ 1230.50 Services available.

NARA provides reimbursable microfilming services at many of its Federal

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records centers, including the preparation, indexing, and filming of records, inspection of film, and labeling of film containers. Agencies desiring microfilming services should contact the Office of Federal Records Centers, National Archives (NC), Washington, DC 20408, or the director of the Federal records center serving the agency's records (see § 1228.150 of this chapter).

§ 1230.52 Fees for services.

The fees for microfilming services will be announced in NARA bulletins. For microfilming services not listed, contact the office shown in § 1230.50.

APPENDIX 2. 41 CFR PART 201-45.109

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§ 201-45.109-2 Agency responsibilities.

Each agency shall:

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

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

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

(d) Develop and maintain complete and accurate inventories of micrographics production and reproduction equipment within the agency; e.g., cameras, processors, duplicators, and COM recorders, for the purpose of resource management. The inventories 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 publications containing micrographics standards and guidelines and other current information concerning the advantages and limitations of micrographics systems to managers and operating officials involved in the development or operation of micrographics systems; and

(f) Assign responsibility for the review and approval of all micrographics systems. The responsible office or official shall establish procedures for the review and approval of ongoing and proposed systems and application requests to ensure that they are complete and contain the information shown in § 201-45.109-4.

§ 201-45.109 Micrographics management.

§ 201-45.109-1 Scope of section.

This section provides standards and guidelines for using micrographics technology in the creation, use, storage, and retrieval of Federal records. Additional guidance on the use of micrographics is available in GSA information resources management handbooks, Micrographics System Analysis and Computer Output Microfilm (see Appendix C of the looseleaf edition of the FIRMR), and in NARA regulations (36 CFR Ch. XII).

§ 201-45.109-3 GSA responsibilities.

GSA shall:

(a) Disseminate to agencies the standards and criteria necessary for developing, evaluating, and operating micrographics systems.

This includes:

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

(2) Methods and procedures for conducting feasibility studies;

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(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 micrographics systems for specific types of applications; and

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

(b) Analyze Governmentwide 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 GSA program evaluation prescribed in § 201-22.003, Agency program evaluation; and

(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 National Archives and Records Administration (NARA) on micrographics systems for permanent records.

§ 201-45.109-4 Micrographics systems analysis.

(a) A systems analysis including a cost/benefit analysis shall be conducted by the agency prior to the decision to establish a micrographics 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 those guidelines.

(b) The systems 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:

(i) Revising records control schedules to provide for the disposition of paper records by disposal, by transfer of inactive paper records to the Feder-

al records centers, or by offer of permanently valuable paper records to the National Archives and Records Administration (NARA) (36 CFR Chapter XII); 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) Acquisition of new equipment,

(ii) Lease-purchase of equipment already installed,

(iii) Sharing micrographics production equipment already in the agency,

(iv) Using the micrographics facility of another agency,

(v) Contracting for NARA reimbursable micrographics services,

(vi) Contracting with a non-Government commercial services firm, and

(vii) 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 micrographics 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 and humidity control or plumbing; and

(8) A review to ensure adherence to NARA standards for the photographic and micrographics production and reproduction of records.

(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 those FIRMR provisions governing ADP. (See particularly Subparts 201-24, 201-30, and 201-32.)