

**§ 1228.276**

NARA on the SF 258 that a particular category of records requires such protection. NARA has identified specific categories of records, including classified information and information that would invade the privacy of an individual, which may require extended protection beyond 30 years. See 36 CFR part 1256.

[57 FR 22434, May 28, 1992]

**§ 1228.276 Records subject to the Privacy Act of 1974.**

For records constituting systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), the agency shall attach to the SF 258 the most recent agency Privacy Act system notice covering the records.

[57 FR 22434, May 28, 1992]

**§ 1228.278 Release of equipment.**

Equipment received with the transfer of records to the National Archives will, when emptied, normally be retained by NARA or disposed of in accordance with applicable excess property regulations, unless the transferring agency requests its return.

[42 FR 57316, Nov. 2, 1977. Redesignated at 50 FR 15723, Apr. 19, 1985, and 55 FR 27433, July 2, 1990]

**§ 1228.280 Use of records transferred to the National Archives.**

(a) In accordance with 44 U.S.C. 2108, restrictions lawfully imposed on the use of transferred records will be observed and enforced by NARA to the extent to which they do not violate 5 U.S.C. 552. The regulations in subchapters B and C of this title, insofar as they relate to the use of records in the National Archives of the United States apply to official use of the records by Federal agencies as well as to the public.

**36 CFR Ch. XII (7-1-05 Edition)**

(b) In instances of demonstrated need, and subject to any restrictions on their use, records deposited in the National Archives may be borrowed for official use outside the building in which they are housed by Federal agencies and the Congress, subject to the following conditions:

(1) Documents of high intrinsic value shall not be removed from the building in which they are housed except with the written approval of the Archivist;

(2) Records will not be loaned to enable agencies to answer routine reference inquiries from other agencies or the public;

(3) Records in fragile condition, or otherwise deteriorated to an extent that further handling will endanger them, will not be loaned;

(4) Each official who borrows records shall provide a receipt for them at the time they are delivered and shall be responsible for their prompt return upon the expiration of the loan period specified by NARA; and

(5) Each official who borrows computer magnetic tapes shall assume responsibility for proper care and handling of the tapes.

[42 FR 57316, Nov. 2, 1977. Redesignated at 50 FR 15723, Apr. 19, 1985, and amended at 50 FR 26935, June 28, 1985. Redesignated at 55 FR 27433, July 2, 1990, as amended at 57 FR 22434, May 28, 1992]

**§ 1228.282 Disposal clearances.**

No records of a Federal agency still in existence will be disposed of by NARA except with the written concurrence of the agency concerned or as authorized on Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

[66 FR 27027, May 16, 2001]

## APPENDIX A TO PART 1228—MINIMUM SECURITY STANDARDS FOR LEVEL III FEDERAL FACILITIES

Reproduced from Section 2.3 (pp. 2-6 through 2-9) of  
U.S. Department of Justice, United States Marshals Service report  
*Vulnerability Assessment of Federal Facilities*

## RECOMMENDED STANDARDS CHART

<b>PERIMETER SECURITY</b>	<b>LEVEL III</b>
<b><i>PARKING</i></b>	
CONTROL OF FACILITY PARKING	●
CONTROL OF ADJACENT PARKING	▲
AVOID LEASES WHERE PARKING CANNOT BE CONTROLLED	▲
LEASES SHOULD PROVIDE SECURITY CONTROL FOR ADJACENT PARKING	▲
POST SIGNS AND ARRANGE FOR TOWING UNAUTHORIZED VEHICLES	●
ID SYSTEM AND PROCEDURES FOR AUTHORIZED PARKING (PLACARD, DECAL, CARD KEY, ETC.)	●
ADEQUATE LIGHTING FOR PARKING AREAS	●
<b><i>CLOSED CIRCUIT TELEVISION (CCTV) MONITORING</i></b>	
CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING	○
POST SIGNS ADVISING OF 24 HOUR VIDEO SURVEILLANCE	○
<b><i>LIGHTING</i></b>	
LIGHTING WITH EMERGENCY POWER BACKUP	●
<b><i>PHYSICAL BARRIERS</i></b>	
EXTEND PHYSICAL PERIMETER WITH BARRIERS (CONCRETE AND/OR STEEL COMPOSITION)	▲
PARKING BARRIERS	▲
<b>ENTRY SECURITY</b>	
<b>LEVEL III</b>	
<b><i>RECEIVING/SHIPPING</i></b>	
REVIEW RECEIVING/SHIPPING PROCEDURES (CURRENT)	●
IMPLEMENT RECEIVING/SHIPPING PROCEDURES (MODIFIED)	●

● REQUIRED      ○ RECOMMENDED      ▲ DESIRABLE

<b>ENTRY SECURITY, cont.</b>	<b>LEVEL III</b>
<b><i>ACCESS CONTROL</i></b>	
EVALUATE FACILITY FOR SECURITY GUARD REQUIREMENTS	●
SECURITY GUARD PATROL	○
INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY	●
UPGRADE TO CURRENT LIFE SAFETY STANDARDS (FIRE DETECTION, FIRE SUPPRESSION SYSTEMS, ETC.)	●
<b><i>ENTRANCES/EXITS</i></b>	
X-RAY & MAGNETOMETER AT PUBLIC ENTRANCES	○
REQUIRE X-RAY SCREENING OF ALL MAIL/PACKAGES	○
HIGH SECURITY LOCKS	●
<b>INTERIOR SECURITY</b>	<b>LEVEL III</b>
<b><i>EMPLOYEE/VISITOR IDENTIFICATION</i></b>	
AGENCY PHOTO ID FOR ALL PERSONNEL DISPLAYED AT ALL TIMES	○
VISITOR CONTROL/SCREENING SYSTEM	●
VISITOR IDENTIFICATION ACCOUNTABILITY SYSTEM	○
ESTABLISH ID ISSUING AUTHORITY	○
<b><i>UTILITIES</i></b>	
PREVENT UNAUTHORIZED ACCESS TO UTILITY AREAS	●
PROVIDE EMERGENCY POWER TO CRITICAL SYSTEMS (ALARM SYSTEMS, RADIO COMMUNICATIONS, COMPUTER FACILITIES, ETC.)	●
<b><i>OCCUPANT EMERGENCY PLANS</i></b>	
EXAMINE OCCUPANT EMERGENCY PLANS (OEP) AND CONTINGENCY PROCEDURES BASED ON THREATS	●
OEPs IN PLACE, UPDATED ANNUALLY, PERIODIC TESTING EXERCISE	●
ASSIGN & TRAIN OEP OFFICIALS (ASSIGNMENT BASED ON LARGEST TENANT IN FACILITY)	●
ANNUAL TENANT TRAINING	●

● REQUIRED      ○ RECOMMENDED      ▲ DESIRABLE

INTERIOR SECURITY, cont.	LEVEL III
<b><i>DAYCARE CENTERS</i></b>	
COMPARE FEASIBILITY OF LOCATING DAYCARE IN OUTSIDE LOCATIONS	●
EVALUATE WHETHER TO LOCATE DAYCARE FACILITIES IN BUILDINGS WITH HIGH THREAT ACTIVITIES	●
<b>SECURITY PLANNING</b>	<b>LEVEL III</b>
<b><i>INTELLIGENCE SHARING</i></b>	
ESTABLISH LAW ENFORCEMENT AGENCY/SECURITY LIAISONS	●
REVIEW/ESTABLISH PROCEDURE FOR INTELLIGENCE RECEIPT/DISSEMINATION	●
ESTABLISH UNIFORM SECURITY/THREAT NOMENCLATURE	●
<b><i>TRAINING</i></b>	
CONDUCT ANNUAL SECURITY AWARENESS TRAINING	●
ESTABLISH STANDARDIZED UNARMED GUARD QUALIFICATIONS/ TRAINING REQUIREMENTS	●
ESTABLISH STANDARDIZED ARMED GUARD QUALIFICATIONS/ TRAINING REQUIREMENTS	●
<b><i>TENANT ASSIGNMENT</i></b>	
CO-LOCATE AGENCIES WITH SIMILAR SECURITY NEEDS	▲
DO NOT CO-LOCATE HIGH/LOW RISK AGENCIES	▲
<b><i>ADMINISTRATIVE PROCEDURES</i></b>	
ESTABLISH FLEXIBLE WORK SCHEDULE IN HIGH THREAT/ HIGH RISK AREAS TO MINIMIZE EMPLOYEE VULNERABILITY TO CRIMINAL ACTIVITY	▲
ARRANGE FOR EMPLOYEE PARKING IN/NEAR BUILDING AFTER NORMAL WORK HOURS	○
CONDUCT BACKGROUND SECURITY CHECKS AND/OR ESTABLISH SECURITY CONTROL PROCEDURES FOR SERVICE CONTRACT PERSONNEL	●
<b><i>CONSTRUCTION/RENOVATION</i></b>	
INSTALL MYLAR FILM ON ALL EXTERIOR WINDOWS (SHATTER PROTECTION)	○
REVIEW CURRENT PROJECTS FOR BLAST STANDARDS	●
REVIEW/ESTABLISH UNIFORM STANDARDS FOR CONSTRUCTION	●
REVIEW/ESTABLISH NEW DESIGN STANDARD FOR BLAST RESISTANCE	●
ESTABLISH STREET SET-BACK FOR NEW CONSTRUCTION	○
● REQUIRED      ○ RECOMMENDED      ▲ DESIRABLE	

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Reproduced from Appendix B, *Details of Recommended Security Standards*  
 U.S. Department of Justice, United States Marshals Service report  
*Vulnerability Assessment of Federal Facilities*

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**B.1 Perimeter Security**

<b>Parking</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>CONTROL OF FACILITY PARKING</b>	Access to government parking should be limited where possible to government vehicles and personnel. At a minimum, authorized parking spaces and vehicles should be assigned and identified.
<b>CONTROL OF ADJACENT PARKING</b>	Where feasible, parking areas adjacent to federal space should also be controlled to reduce the potential for threats against Federal facilities and employee exposure to criminal activity.
<b>AVOID LEASES WHERE PARKING CANNOT BE CONTROLLED</b>	Avoid leasing facilities where parking cannot be controlled. If necessary, relocate offices to facilities that do provide added security through regulated parking.
<b>LEASE SHOULD PROVIDE CONTROL FOR ADJACENT PARKING</b>	Endeavor to negotiate guard services as part of lease.
<b>POST SIGNS AND ARRANGE FOR TOWING UNAUTHORIZED VEHICLES</b>	Procedures should be established and implemented to alert the public to towing policies, and the removal of unauthorized vehicles.
<b>ID SYSTEM AND PROCEDURES FOR AUTHORIZED PARKING</b>	Procedures should be established for identifying vehicles and corresponding parking spaces (placard, decal, card key, etc.).
<b>ADEQUATE LIGHTING FOR PARKING AREAS</b>	Effective lighting provides added safety for employees and deters illegal or threatening activities.

<b>Closed Circuit Television (CCTV) Monitoring</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING</b>	Twenty-four hour CCTV surveillance and recording is desirable at all locations as a deterrent. Requirements will depend on assessment of the security level for each facility. Time-lapse video recordings are also highly valuable as a source of evidence and investigative leads
<b>POST SIGNS ADVISING OF 24 HOUR VIDEO SURVEILLANCE</b>	Warning signs advising of twenty-four hour surveillance act as a deterrent in protecting employees and facilities.

<b>Lighting</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>LIGHTING WITH EMERGENCY POWER BACKUP</b>	Standard safety code requirement in virtually all areas. Provides for safe evacuation of buildings in case of natural disaster, power outage, or criminal/terrorist activity.

<b>Physical Barriers</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>EXTEND PHYSICAL PERIMETER, WITH BARRIERS</b>	This security measure will only be possible in locations where the Government controls the property and where physical constraints are not present. (barriers of concrete and/or steel composition)
<b>PARKING BARRIERS</b>	Desirable to prevent unauthorized vehicle access.

**B.2 Entry Security**

<b>Receiving/Shipping</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>REVIEW RECEIVING/SHIPPING PROCEDURES (CURRENT)</b>	Audit current standards for package entry and suggest ways to enhance security.
<b>IMPLEMENT RECEIVING/SHIPPING PROCEDURES (MODIFIED)</b>	After auditing procedures for receiving/shipping, implement improved procedures for security enhancements.

<b>Access Control</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>EVALUATE FACILITY FOR SECURITY GUARD REQUIREMENTS</b>	If security guards are required, the number of guards at any given time will depend on the size of the facility, the hours of operation, and current risk factors, etc.
<b>SECURITY GUARD PATROL</b>	Desirable for level I and II facilities and may be included as lease option. Level III, IV and V facilities will have security guard patrol based on facility evaluation.
<b>INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY</b>	Desirable in Level I facilities, based on evaluation for Level II facilities, and required for Levels III, IV and V.
<b>UPGRADE TO CURRENT LIFE SAFETY STANDARDS</b>	Required for all facilities as part of GSA design requirements, (e.g. fire detection, fire suppression systems, etc.)

<b>Entrances/Exits</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>X-RAY AND MAGNETOMETER AT PUBLIC ENTRANCES</b>	May be impractical for Level I and II facilities. Level III and IV evaluations would focus on tenant agencies, public interface, and feasibility. Required for Level V.
<b>REQUIRE X-RAY SCREENING OF ALL MAIL/PACKAGES</b>	All packages entering buliding should be subject to x-ray screening and/or visual inspection.
<b>HIGH SECURITY LOCKS</b>	Any exterior entrance should have a high security lock as determined by GSA specifications and/or agency requirements.

**B.3 Interior Security**

<b>Employee/Visitor Identification</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>AGENCY PHOTO ID FOR ALL PERSONNEL DISPLAYED AT ALL TIMES</b>	May not be required in smaller facilities.

<b>Employee/Visitor Identification</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>VISITOR CONTROL/SECURITY SYSTEM</b>	Visitors should be readily apparent in Level I facilities. Other facilities may ask visitors to sign-in with a receptionist or guard, or require an escort, or formal identification/badge.
<b>VISITOR ID ACCOUNTABILITY SYSTEM</b>	Stringent methods of control over visitor badges will ensure that visitors wearing badges have been screened and are authorized to be at the facility during the appropriate time frame.
<b>ESTABLISH ID ISSUING AUTHORITY</b>	Develop procedures and establish authority for issuing employee and visitor IDs.

<b>Utilities</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>PREVENT UNAUTHORIZED ACCESS TO UTILITY AREAS</b>	Smaller facilities may not have control over utility access, or locations of utility areas. Where possible, assure that utility areas are secure and that only authorized personnel can gain entry.
<b>PROVIDE EMERGENCY POWER TO CRITICAL SYSTEMS</b>	Tenant agency is responsible for determining which computer and communication systems require back-up power. All alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, etc. require emergency power sources. (ALARM SYSTEMS, RADIO COMMUNICATIONS, COMPUTER FACILITIES, ETC.)

<b>Occupant Emergency Plans</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>EXAMINE OCCUPANT EMERGENCY PLAN (OEP) AND CONTINGENCY PROCEDURES BASED ON THREATS</b>	Review and update current OEP procedures for thoroughness. OEPs should reflect the current security climate.

<b>Occupant Emergency Plans</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>ASSIGN AND TRAIN OEP OFFICIALS</b>	Assignment based on GSA requirement that largest tenant in facility maintain OEP responsibility. Officials should be assigned, trained and a contingency plan established to provide for the possible absence of OEP officials in the event of emergency activation of the OEP.
<b>ANNUAL TENANT TRAINING</b>	All tenants should be aware of their individual responsibilities in an emergency situation.

  

<b>Day Care Center</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>RE-EVALUATE CURRENT SECURITY AND SAFETY STANDARDS</b>	Conduct a thorough review of security and safety standards.
<b>ASSESS FEASIBILITY OF LOCATING DAY CARE WITHIN FEDERAL FACILITY</b>	If a facility is being considered for a day care center, an evaluation should be made based on the risk factors associated with tenants and the location of the facility.

**B.4 Security Planning**

<b>Intelligence Sharing</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>ESTABLISH LAW ENFORCEMENT AGENCY/SECURITY LIAISONS</b>	Intelligence sharing between law enforcement agencies and security organizations should be established in order to facilitate the accurate flow of timely and relevant information between appropriate government agencies. Agencies involved in providing security must be part of the complete intelligence process.
<b>REVIEW/ESTABLISH PROCEDURES FOR INTELLIGENCE RECEIPT/DISSEMINATION</b>	Determine what procedures exist to ensure timely delivery of critical intelligence. Review and improve procedures to alert agencies and specific targets of criminal/terrorist threats. Establish standard administrative procedures for response to incoming alerts. Review flow of information for effectiveness and time critical dissemination.

<b>Intelligence Sharing</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>ESTABLISH UNIFORM SECURITY/THREAT NOMENCLATURE</b>	To facilitate communication, standardized terminology for Alert Levels should be implemented. ( <u>Normal, Low, Moderate, and High - As recommended by Security Standards Committee</u> )

<b>Training</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>CONDUCT ANNUAL SECURITY AWARENESS TRAINING</b>	Provide security awareness training for all tenants. At a minimum, self-study programs utilizing videos, and literature, etc. should be implemented. These materials should provide up-to-date information covering security practices, employee security awareness, and personal safety, etc.
<b>ESTABLISH STANDARDIZED ARMED AND UNARMED GUARD QUALIFICATIONS/ TRAINING REQUIREMENTS</b>	Requirements for these positions should be standardized government wide.

<b>Tenant Assignment</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>CO-LOCATE AGENCIES WITH SIMILAR SECURITY NEEDS</b>	To capitalize on efficiencies and economies, agencies with like security requirements should be located in the same facility if possible.
<b>DO NOT CO-LOCATE HIGH/LOW RISK AGENCIES</b>	Low risk agencies should not take on additional risk by being located with high risk agencies.

<b>Administrative Procedures</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>ESTABLISH FLEXIBLE WORK SCHEDULE IN HIGH THREAT/ HIGH RISK AREA TO MINIMIZE EMPLOYEE VULNERABILITY TO CRIMINAL ACTIVITY.</b>	Flexible work schedules can enhance employee safety by staggering reporting and departure times. As an example flexible schedules might enable employees to park closer to the facility by reducing the demand for parking at peak times of the day.
<b>ARRANGE FOR EMPLOYEE PARKING IN/NEAR BUILDING AFTER NORMAL WORK HOURS</b>	Minimize exposure to criminal activity by allowing employees to park at or inside the building.
<b>CONDUCT BACKGROUND SECURITY CHECKS AND/OR ESTABLISH SECURITY CONTROL PROCEDURES FOR SERVICE CONTRACT PERSONNEL</b>	Establish procedures to ensure security where private contract personnel are concerned. Procedures may be as simple as observation or could include sign-in/escort. Frequent visitors may necessitate a background check with contractor ID issued.

<b>Construction/Renovation</b>	
<b>Term</b>	<b>Definition/Description</b>
<b>INSTALL MYLAR FILM ON ALL EXTERIOR WINDOWS (SHATTER PROTECTION)</b>	Application of shatter resistant material to protect personnel and citizens from the hazards of flying glass as a result of impact or explosion.
<b>REVIEW CURRENT PROJECTS FOR BLAST STANDARDS</b>	Design and construction projects should be reviewed if possible, to incorporate current technology and blast standards. Immediate review of ongoing projects may generate savings in the implementation of upgrading to higher blast standards prior to completion of construction.
<b>REVIEW/ESTABLISH UNIFORM STANDARDS FOR CONSTRUCTION</b>	Review, establish, and implement uniform construction standards as it relates to security considerations.

Construction/Renovation	
Term	Definition/Description
<b>REVIEW/ESTABLISH NEW DESIGN STANDARD FOR BLAST RESISTANCE</b>	In smaller facilities or those that lease space, control over design standards may not be possible. However, future site selections should attempt to locate in facilities that do meet standards. New construction of government controlled facilities should review, establish, and implement new design standards for blast resistance.
<b>ESTABLISH STREET SET-BACK FOR NEW CONSTRUCTION</b>	Every foot between a potential bomb and a building will dramatically reduce damage and increase the survival rate. Street set-back is always desirable, but should be used in conjunction with barriers in Level IV and V facilities.

Excerpted from Appendix C, *Classification Table*  
 U.S. Department of Justice, United States Marshals Service report  
*Vulnerability Assessment of Federal Facilities*

LEVEL	TYPICAL LOCATION
III	Agency Mix: Government Records

[64 FR 67648, Dec. 2, 1999]

APPENDIX B TO PART 1228—ALTER-NATIVE CERTIFIED FIRE-SAFETY DETECTION AND SUPPRESSION SYSTEM(S)

1. *General.* This Appendix B contains information on the Fire-safety Detection and Suppression System(s) tested by NARA through independent live fire testing that are certified to meet the requirement in §1228.230(s) for storage of Federal Records. Use of a system specified in this appendix is optional. A facility may choose to have an alternate fire-safety detection and suppression system approved under §1228.242.

2. *Specifications for NARA facilities using 15 foot high records storage.* NARA fire-safety systems that incorporate all components specified in paragraphs 2.a. through o. of this appendix have been tested and certified to meet the requirements in §1228.230(s) for an acceptable fire-safety detection and suppression system for storage of Federal records.

a. The records storage height must not exceed the nominal 15 feet (±3 inches) records storage height.

b. All records storage and adjoining areas must be protected by automatic wet-pipe sprinklers. Automatic sprinklers are specified herein because they provide the most effective fire protection for high piled storage of paper records on open type shelving.

c. The sprinkler system must be rated at no higher than 285 degrees Fahrenheit utilizing quick response (QR) fire sprinkler heads and designed by a licensed fire protection engineer to provide the specified density for the most remote 1,500 square feet of floor area at the most remote sprinkler head in accordance with NFPA 13 (1996), Standard for the Installation of Sprinkler Systems. For facilities with roofs rated at 15 minutes or greater, provide ½" QR sprinklers rated at no higher than 285 degrees Fahrenheit designed to deliver a density of 0.30 gpm per square foot. For unrated roofs, provide 0.64" QR "large drop" sprinklers rated at no higher than 285 degrees Fahrenheit. For facilities using 7 or 8 shelf track files, use QR sprinklers rated at no higher than 285 degrees Fahrenheit. For new construction and replacement sprinklers, NARA recommends that the sprinklers be rated at 165 degrees

Fahrenheit. Installation of the sprinkler system must be in accordance with NFPA 13 (1996), Standard for the Installation of Sprinkler Systems.

d. Maximum spacing of the sprinkler heads must be on a 10-foot grid and the positioning of the heads must provide complete, unobstructed coverage, with a clearance of not less than 18 inches from the top of the highest stored materials.

e. The sprinkler system must be equipped with a water-flow alarm connected to an audible alarm within the facility and to a continuously staffed fire department or an Underwriters Laboratory approved central monitoring station (see UL 827, Central-Station Alarm Services (April 23, 1999)) with responsibility for immediate response.

f. A manual fire alarm system must be provided with a Underwriters Laboratory approved (grade A) central monitoring station service or other automatic means of notifying the municipal fire department. A manual alarm pull station must be located adjacent to each exit. Supplemental manual alarm stations are permitted within the records storage areas.

g. All water cutoff valves in the sprinkler system must be equipped with automatic closure alarm (tamper alarm) connected to a continuously staffed station, with responsibility for immediate response. If the sprinkler water cutoff valve is located in an area used by the public, in addition to the tamper alarm, the valves must be provided with frangible (easily broken) padlocks.

h. A dependable water supply free of interruption must be provided including a continuous site fire loop connected to the water main and sized to support the facility with only one portion of the fire loop operational. This normally requires a backup supply system having sufficient pressure and capacity to meet both fire hose and sprinkler requirements for 2-hours. A fire pump connected to an emergency power source must be provided in accordance with NFPA 20 (1996), Standard for the Installation of Centrifugal Fire Pumps, when adequate water pressure is not assured. In the event that public water mains are not able to supply adequate volumes of water to the site, on-site water storage must be provided.

i. Interior fire hose stations equipped with a 1½ inch diameter hose may be provided in the records storage areas if required by the local fire department, enabling any point in the records storage area to be reached by a 50-foot hose stream from a 100-foot hose lay. If provided, these cabinets must be marked "For Fire Department Use Only."

j. Where fire hose cabinets are not required, fire department hose outlets must be provided at each floor landing in the building core or stair shaft. Hose outlets must have an easily removable adapter and cap. Threads and valves must be compatible with

the local fire department's equipment. Spacing must be so that any point in the record storage area can be reached with a 50-foot hose stream from a 100-foot hose lay.

k. In addition to the designed sprinkler flow demand, 500 gpm must be provided for hose stream demand. The hose stream demand must be calculated into the system at the base of the main sprinkler riser.

l. Fire hydrants must be located within 250 feet of each exterior entrance or other access to the records storage facility that could be used by firefighters. Each required hydrant must provide a minimum flow capacity of 500 gpm at 20 psi. All hydrants must be at least 50 feet away from the building walls and adjacent to a roadway usable by fire apparatus. Fire hydrants must have at least two, 2½ inch hose outlets and a pumper connection. All threads must be compatible with local standards.

m. Portable water-type fire extinguishers (2½ gallon stored pressure type) must be provided at each fire alarm striking station. The minimum number and locations of fire extinguishers must be as required by NFPA 10 (1994), Standard for Portable Fire Extinguishers.

n. Single level catwalks without automatic sprinklers installed underneath may be provided in the service aisles if the edges of all files in the front boxes above the catwalks are stored perpendicular to the aisle (to minimize files exfoliation in a fire). Where provided, the walking surface of the catwalks must be of expanded metal at least .09-inch thickness with a 2-inch mesh length. The surface opening ratio must be equal or greater than 0.75. The sprinkler water demand for protection over bays with catwalks where records above the catwalks are not perpendicular to the aisles must be calculated hydraulically to give .30 gpm per square foot for the most remote 2,000 square feet.

[64 FR 67660, Dec. 2, 1999]

## PART 1230—MICROGRAPHIC RECORDS MANAGEMENT

### Subpart A—General

Sec.

1230.1 What does this part cover?

1230.2 What is the authority for this part?

1230.3 Publications incorporated by reference.

1230.4 Definitions.

### Subpart B—Program Requirements

1230.7 What must agencies do to manage microform records?