

## § 1230.24

- (ii) The date of inspection;
  - (iii) The elements of inspection (see paragraph (a)(4) of this section);
  - (iv) Any defects uncovered; and
  - (v) The corrective action taken.
- (f) If an inspection shows that a master microform is deteriorating, the agency must make a silver duplicate in accordance with §1230.14 to replace the deteriorating master. The duplicate film will be subject to the inspection requirements (see §1230.22) before transfer to a record center or to the National Archives.
- (g) Inspection must be performed in an environmentally controlled area in accordance with ANSI/AIIM MS45-1990.

### **§ 1230.24 What are NARA inspection requirements for temporary microform records?**

NARA recommends, but does not require, that agencies use the inspection by sampling procedures described in §1230.22(a) and (b).

### **§ 1230.26 What are the use restrictions for permanent and unscheduled microform records?**

(a) Do not use the silver gelatin original microform or duplicate silver gelatin microform of permanent or unscheduled records created in accordance with §1230.14 of this part (archival microform) for reference purposes. Agencies must ensure that the archival microform remains clean and undamaged during the process of making a duplicating master.

- (b) Use duplicates for:
- (1) Reference;
  - (2) Further duplication on a recurring basis;
  - (3) Large-scale duplication; and
  - (4) Distribution of records on microform.

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

### **§ 1230.28 What must agencies do to send permanent microform records to a records storage facility?**

(a) Follow the procedures in part 1228, subpart I, of this chapter and the additional requirements in this section.

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(b) Package non-silver copies separately from the silver gelatin original or silver duplicate microform copy and clearly label them as non-silver copies.

(c) Include the following information on the transmittal (SF 135 for NARA records centers), or in an attachment to the transmittal. For records sent to an agency records center or commercial records storage facility, submit this information to NARA as part of the documentation required by §1228.154(c)(2) of this chapter:

- (1) Name of the agency and program component;
- (2) The title of the records and the media/format used;
- (3) The number or identifier for each unit of film;
- (4) The security classification, if any;
- (5) The inclusive dates, names, or other data identifying the records to be included on a unit of film;
- (6) Finding aids that are not contained in the microform; and
- (7) The inspection log forms and inspection reports required by §1230.22(a) (5) and (6).

(d) Agencies may transfer permanent microform records to a records storage facility meeting the storage requirements in §1230.20(a) (see §1228.152(e)(3) of this chapter for NARA centers) only after the first inspection or with certification that the microforms will be inspected by the agency, an agency contractor, or a NARA records center (on a reimbursable basis) when the microforms become 2 years old.

### **§ 1230.30 How do agencies transfer permanent microform records to the legal custody of the National Archives?**

(a) Follow the procedures in part 1228, subpart L, of this chapter and the additional requirements in this section.

(b) Originate the transfer by submitting an SF 258, Agreement to Transfer Records to the National Archives of the United States, unless otherwise instructed by NARA.

(c) If the records are not in a NARA records center, submit the information specified in §1230.28(c).

(d) Transfer the silver gelatin original (or duplicate silver gelatin microform created in accordance with §1230.14) plus one microform copy.

(e) Ensure that the inspection of the microform is up-to-date. If the microform records were recently produced, please note that NARA will not accession permanent microform records until the first inspection (when the microforms are 2 years old) has been performed.

(f) Package non-silver copies separately from the silver gelatin original or silver duplicate microform copy and clearly label them as non-silver copies.

### Subpart E—Centralized Micrographic Services

#### § 1230.50 What micrographic services are available from NARA?

Some NARA records centers provide reimbursable microfilming services, including preparing, indexing, and filming of records, inspection of film, and labeling of film containers. Agencies desiring microfilming services from NARA should contact the Office of Regional Records Services (NR), 8601 Adelphi Rd., College Park, MD 20740-6001, or the director of the NARA records center serving the agency's records (see §1228.150(a) of this chapter). The fees for microfilming services will appear in NARA bulletins, which are available on NARA's web site at <http://www.nara.gov/records/policy/bulletin.html> or from the Modern Records Programs (NWM), 8601 Adelphi Road, College Park, MD 20740-6001.

## PART 1232—AUDIOVISUAL RECORDS MANAGEMENT

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AUTHORITY: 44 U.S.C. 2904 and 3101; and OMB Circular A-130.

SOURCE: 61 FR 32337, June 24, 1996, unless otherwise noted.

### Subpart A—General

#### § 1232.1 Applicability and scope.

This part prescribes policies and procedures for managing audiovisual records to ensure adequate and proper documentation and authorized, timely, and appropriate disposition.

#### § 1232.2 Objectives.

The objectives of audiovisual records management are to achieve the effective creation, maintenance, use, and disposition of audiovisual and related records by establishing standards for maintenance and disposition, physical security, and preservation and by reviewing recordkeeping practices on a continuing basis to improve procedures.

#### § 1232.10 Definitions.

For the purposes of this part, the following definitions shall apply (see also §1220.14 of this chapter for other definitions).

*Audiovisual.* Any pictorial or aural means of communicating information.

*Audiovisual equipment.* Equipment used for recording, producing, duplicating, processing, broadcasting, distributing, storing or exhibiting audiovisual materials or for providing any audiovisual services.

*Audiovisual production.* An organized and unified presentation, developed according to a plan or script, containing visual imagery, sound, or both, and used to convey information. An audiovisual production generally is a self-contained presentation. Audiovisual productions may include motion media with synchronous sound such as motion picture film, videotape or other video formats, audio recordings, and other media such as synchronized audio and visual presentations such as multimedia productions.

*Audiovisual records.* Records in pictorial or aural form that include still and motion media, sound recordings, graphic works, mixed media, and related finding aids and production files.