

1238.22 What are the inspection requirements for permanent and unscheduled microform records?

1238.24 What are NARA inspection requirements for temporary microform records?

1238.26 What are the restrictions on use for permanent and unscheduled microform records?

1238.28 What must agencies do when sending permanent microform records to a records storage facility?

1238.30 What must agencies do when transferring permanent microform records to the National Archives of the United States?

1238.32 Do agencies need to request NARA approval for the disposition of all microform and source records?

AUTHORITY: 44 U.S.C. chapters 29 and 33.

SOURCE: 74 FR 51014, Oct. 2, 2009, unless otherwise noted.

### Subpart A—General

#### § 1238.1 What is the scope of this part?

This part covers the standards and procedures for using micrographic technology in the management of Federal records.

#### § 1238.2 What are the authorities for part 1238?

The statutory authorities for this part are 44 U.S.C. chapters 29 and 33.

#### § 1238.3 What definitions apply to this part?

See §1220.18 of this subchapter for definitions of terms used in part 1238.

#### § 1238.4 What standards are used as guidance for this part?

These regulations conform with guidance provided in ISO15489-1:2001, part 7.1 (Principles of records management programmes), and 9.6 (storage and handling).

#### § 1238.5 What publications are incorporated by reference in this part?

(a) Certain material is incorporated by reference into this part with the approval of the Director of the Federal Register under 5 U.S.C. 552(a) and 1 CFR part 51. To enforce any edition other than that specified in this section, NARA must publish notice of change in the FEDERAL REGISTER and the material must be available to the public. All approved material is avail-

able for inspection at the Office of the Federal Register. For information on the availability of this material at the Office of the Federal Register, call (202) 741-6030 or go to [http://www.archives.gov/federal\\_register/code\\_of\\_federal\\_regulations/ibr\\_locations.html](http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html).

(b) The material incorporated by reference is also available for inspection at NARA's Archives Library Information Center (NWCCA), Room 2380, 8601 Adelphi Road, College Park, MD 20740-6001, phone number (301) 837-3415, and is available for purchase from the sources listed below. If you experience difficulty obtaining the standards referenced below, contact NARA's Policy and Planning Staff (NPOL), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, phone number (301) 837-1850.

(c) *American National Standards Institute (ANSI) and International Organization for Standards (ISO) standards*. The following ANSI and ISO standards are available from the American National Standards Institute, 25 West 43rd St., 4th Floor, New York, NY 10036, phone number (212) 642-4900, or online at <http://webstore.ansi.org>.

(1) ANSI/AIIM MS1-1996 ("ANSI/AIIM MS1"), Standard Recommended Practice for Alphanumeric Computer-Output Microforms—Operational Practices for Inspection and Quality Control, August 8, 1996, IBR approved for §1238.14.

(2) ANSI/AIIM MS5-R1998 ("ANSI/AIIM MS5"), Standard for Information and Image Management—Microfiche, December, 1998, IBR approved for §1238.10.

(3) ANSI/AIIM MS14-1996 ("ANSI/AIIM MS14"), Standard Recommended Practice—Specifications for 16mm and 35mm Roll Microfilm, August 8, 1996, IBR approved for §1238.10.

(4) ANSI/AIIM MS19-1993 ("ANSI/AIIM MS19"), Standard Recommended Practice—Identification of Microforms, August 18, 1993, IBR approved for §1238.12.

(5) ANSI/AIIM MS32-1996 ("ANSI/AIIM MS32"), Standard Recommended Practice—Microrecording of Engineering Source Documents on 35mm Microfilm, February 16, 1996, IBR approved for §1238.10.