

## **5 FAM 450 MICROGRAPHIC RECORDS**

### **5 FAM 451 GENERAL**

*(TL:IM-19; 10-30-95)*

a. The use of micrographics shall be considered as a possible effective and economic means to solve records management problems in Department offices and at posts.

b. Department offices or posts should not undertake a micrographic study or project without the approval of the Records Management Branch (OIS/RA/RD). The Records Management Branch will assist an office or post to:

(1) Determine the practicality of any microfilm project in connection with the management, maintenance, or disposition of Departmental or post records;

(2) Ensure compliance with the standards for microfilming established by the Archivist of the United States and the National Institute for Standards and Technology (NIST);

(3) Obtain the necessary clearances and disposal authorizations for replacing the original records with microfilm copies;

(4) Establish the standards for the types and quantities of microphotograph equipment and supplies used by the Department and post; and

(5) Obtain prior approval for proposed microfilm projects to be performed for the Department or a post by another Federal agency or by a private contractor.

c. For additional policy, guidelines and procedures, concerning micrographics, see 5 FAH-4 H-600 .

### **5 FAM 452 THROUGH 459 UNASSIGNED**