

Paragraph Page

Table of Contents

CHAPTER 1. INTRODUCTION

1-1 Purpose 1-1

1-2 Applicability 1-1

1-3 Objectives 1-1

1-4 Authority for Micrographics Management 1-1

1-5 Responsibilities for Micrographics Management 1-2

CHAPTER 2. LEGAL AND ARCHIVAL STATUS OF MICROFILMED RECORDS

2-1 General 2-1

2-2 Microfilm Prohibited by Federal or State Statutes . . . 2-2

2-3 Statutes Relating to Legality of Microfilmed Records 2-2

2-4 Legal Requirements for Archival Microform Records . . . 2-3

CHAPTER 3. MICROGRAPHICS STANDARDS

3-1 Purpose of Micrographics Standards 3-1

3-2 Department Policy on Micrographics Standards 3-1

3-3 Applicability of Micrographics Standards 3-1

Paragraph Page

3-4 Source Document Microfilming Standards 3-1

3-5 Computer Output Microfilming (COM) Standards 3-4

3-6 Government and Industry Standards 3-6

3-7 Documentation of Microfilm Production 3-6

CHAPTER 4. MICROGRAPHICS SYSTEMS STUDIES

4-1 Purpose 4-1

4-2 Developing a Microfilm System Analysis 4-2

4-3 Conducting a Microfilm Study 4-3

4-4 Analysis and Documentation 4-4

4-5 Micrographics System Design 4-4

4-6 Implementation of Micrographics System 4-4

4-7 Computer Output Microfilm (COM) Request 4-5

4-8 Budget 4-8

4-9 Storage 4-8

CHAPTER 5. MICROFILMING SERVICES

5-1 Purpose 5-1

5-2 Reimbursable Federal Sources 5-1

5-3 Commercial Services 5-1

8/93

Paragraph	Page
5-4 Considerations in Acquiring Micrographics Services . . .	5-2

8/93

CHAPTER 6. MICROFORM STORAGE AND INSPECTIONS

6-1 Purpose 6-1
6-2 Storage of Archival Microforms 6-1
6-3 Storage of Non-permanent and Medium-term
Microforms 6-3
6-4 Use of Master Microform 6-3
6-5 Inspection 6-3

CHAPTER 7. MICROGRAPHICS EQUIPMENT INVENTORY

7-1 General 7-1
7-2 Micrographics Equipment Inventory 7-1
7-3 Reporting Equipment Inventories 7-1
7-4 Excess Equipment 7-2

CHAPTER 8. MICROGRAPHICS SYSTEMS EVALUATION

iii 8/93

2224.01 REV-1

Paragraph	Page
8-1 Purpose	8-1
8-2 Review Guidelines	8-1

iii 8/93

8/93 iv

2224.01 REV-1

Paragraph	Page
-----------	------

Appendices

1. Micrographics Terms
2. User and Production Equipment
3. Certificate of Authenticity (HUD-21012)
4. Government and Industry Standards
5. Microform System Proposal (HUD-21011)
6. Cost Analysis Format
7. Bibliography
8. Computer Output Microfilming Guidelines
9. Request for Computer Output Microfilm (COM) Checklist
10. Header Data
11. Advanced Requirements Notice (ARN) (HUD-817)
12. Consolidated Standard Systems List
13. 36 CFR Chapter XII Part 1230 (Federal Regulation governing micrographics)

Paragraph

Page

Forms Required By This Handbook

1. Form HUD-817, Advanced Requirements Notice
2. Form HUD-21011, Microform System Proposal
3. Form HUD-21012, Certificate of Authenticity of Microphotographed Records
4. Form HUD-10.4, Requisition for Supplies, Equipment, Forms
5. SF-115, Request for Records Disposition Authority

v

8/93

8/93

vii

2224.01 REV-1

8/93

viii

2224.01 REV-1

2224.1 REV-1

ACRONYMS

AIIM	Association for Information and Image Management
ANSI	American National Standards Institute
ARN	Advanced Requirements Notice (Form HUD-817)
CFR	Code of Federal Regulations
COM	Computer Output Microfilm
CSG	Computer Services Group

CSSL Consolidated Standard Systems List
DRMO Departmental Records Management Officer
FOD Facilities Operations Division
FRC Federal Records Center
IPS Information Policies and Systems
ISO International Standards Organization
MLO Micrographics Liaison Officer
NARA National Archives and Records Administration
NIST National Institute of Standards and Technology
OAMS Office of Administrative and Management Services
OMB Office of Management and Budget
SEG Systems Engineering Group

8/93

ix

2224.01 REV-1

USC United States Code

vi

8/93

8/93

x