
CHAPTER 6. MICROFORM STORAGE AND INSPECTIONS

- 6-1 Purpose. This chapter prescribes policies and procedures for microform storage and inspection.
- 6-2 Storage of Archival Microforms. Archival microfilm, as defined in the glossary, shall be stored in strict conformity to these standards, which are based on ANSI IT9.11, Practice for Storage of Processed Safety Photographic Film.
- A. Microforms stored in roll form will be wound on cores or reels made of noncorroding material such as nonferrous metals or inert plastics.
1. Use steel for reels only if the reels are well protected by lacquer, enamel, tinning or some other corrosion-resistant finish.
 2. Do not use foreign materials such as rubber bands, tape, string, paper band to confine film to reels. Confine film by tucking the film end between the roll and the flange.
 3. Do not wind films of different generic types, that is, silver and diazo, or diazo and vesicular, on the same roll.
- B. Closed containers are required unless the film is protected from dirt and physical damage by the storage housing.
1. Suitable containers are those:
 - a. With telescoping, slip or twist-on lids.
 - b. Made of the same materials as cores and reels.
 2. Where needed to maintain humidity limits of film, seal container joints with pressure-sensitive adhesive tape.
 3. Store film in sheet form in paper envelopes or plastic foil that:
 - a. Must be free of acids or peroxides.
 - b. Should be constructed without the use of adhesives, if possible.
 4. Commercially available envelopes must be certified as conforming

to ANSI IT9.2, Requirements for Photographic Films, Plates, and Papers.

5. Do not store films of different generic types in the same storage container.
- C. Microforms should be stored in closed housings such as drawers, or on shelves or racks enclosed by doors.
1. Open shelves and racks may be used only if the microforms are in closed containers.
 2. For storage housings, use non-combustible and non-corrosive material, such as anodized aluminum, stainless steel, or steel with baked-on non-plasticized synthetic resin lacquer.
 3. Films of different generic types may not be stored in the same storage housing.
- D. The value of photographic film kept for archival purposes makes it advisable to provide a storage room or vault separate from offices, work areas, and temporary storage facilities. It may be necessary to install automatic temperature and humidity control systems in storage rooms to insure consistency of environmental conditions specified below.
- E. Environmental conditions for archival film are:
1. Temperature of 21 degrees celsius (70 degrees fahrenheit) maximum; may not vary more than 3 degrees celsius (5 degrees fahrenheit) in any 24-hour period.
 2. Relative humidity of 20% to 40% maximum, may not vary more than 5% in any 24-hour period.
 3. Air cleanliness, including:
 - a. Atmosphere free of gaseous impurities such as sulfur dioxide, hydrogen sulfide, peroxides and nitro oxides;
 - b. No smoking in storage areas; and
 - c. Move all microforms to temporary storage for two weeks following painting of storage space.

- 6-3 Storage of Non-permanent and Medium-term Microforms. Maintain them in normal office environment. However, non-permanent microforms exposed to temperature above 77 degrees fahrenheit and/or a relative humidity of 60 percent or greater, for an extended period of time, may suffer permanent damage.
- 6-4 Use of Master Microform. No master microform shall be used for any purposes other than the limited production of duplicates or the addition or deletion of images if the microform is of an updatable format. Duplicate copies of the master are the only acceptable reference, research and working materials for any user.
- 6-5 Inspection. All microfilm shall be inspected every two (2) years.
- A. Conduct 1% random sample of all microforms stored, composed of 70% microforms not previously inspected, 20% microforms inspected in the last inspection, and 10% microforms from the oldest through the most current, as a control group.
 - B. Inspection shall consist of examinations for aging blemishes, resolution test, density test and storage environment certification.
 - C. Inspection records shall be maintained, and shall include date of inspection, descriptive data positively identifying all microform records tested, microform group (i.e., newly tested, previously tested, control group), elements of inspection, defects uncovered, and corrective action taken.
 - D. Within thirty days of each film inspection, a report shall be forwarded to the Departmental Records Management Officer, OAMS/ASES, furnishing information on the quantity of microform records on hand (number of rolls, cartridges, fiche, etc.), quantity and condition of microforms inspected, defects discovered and corrective action taken.
 - E. Deteriorating master microforms, when noted during inspection, shall be immediately replaced by a newly created silver duplicate by the activity having custody of the master microforms.