
CHAPTER 7. MICROGRAPHICS EQUIPMENT INVENTORY

- 7-1 General. Among the requirements of 41 CFR section 201-45.1 is the maintenance of a complete and accurate inventory of all micrographics equipment.
- 7-2 Micrographics Equipment Inventory. The complete and accurate inventory of micrographics equipment must include:
- A. Type of equipment;
 - B. Manufacturer;
 - C. Model Number;
 - D. Date of acquisition;
 - E. Location;
 - F. Purchase or rental status;
 - G. Equipment serial number;
 - H. Film size;
 - I. Reduction ratio;
 - J. Organizational Code; and
 - K. Date of Inventory.
- 7-3 Reporting Equipment Inventories. All deletions, additions and changes in the micrographics inventory shall be reported in memorandum format within 30 days after occurrence, by the designated Records Management Liaison Officer, to the Departmental Records Management Officer (DRMO), OAMS/ASES.
- 7-4 Excess Equipment. Government-owned equipment, except COM recorders, which is deemed excess by the operating management, or identified as such in internal audits or inspections, will be reported to the Departmental Records Management Officer for redistribution within the Department. If the Departmental Records Management Officer determines there is no requirement for it within the Department, it will be

declared excess and reported to the appropriate accountable property officer for disposition.

- A. All leased or rental equipment, except COM recorders, deemed excess will be reported to the Departmental Records Management Officer as an inventory change.
- B. COM recorders will not be disposed of by lease termination, trade-in, or otherwise, prior to specific authorization from the Director Office of Administrative and Management Services, AS. The Director, AS, will coordinate such disposition with the General Services Administration, in accordance with 41 CFR Part 201-33, and the Joint Committee on Printing, in accordance with Government Printing and Binding Regulations, as appropriate.