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CHAPTER 8. MICROGRAPHICS SYSTEMS EVALUATION

- 8-1 Purpose. The primary purposes of micrographics reviews are to ensure cost effectiveness, adequacy and use of equipment, and effectiveness in meeting requirements. This involves determining whether:
- A. Continuation of the current system is justified;
  - B. Procedures and equipment have been improved in keeping with cost effectiveness technological advances;
  - C. Systems remain consistent with the objectives stated in this handbook; and
  - D. Storage facilities are subject to initial and subsequent inspection.
- 8-2 Review Guidelines. Although reviews will vary depending upon the complexity of the micrographics system, the following subjects shall be considered in a review of each system.
- A. The purpose and objectives expressed when the system was established to evaluate the degree of achievement.
  - B. The cost/benefit justification included in the initial study to determine the degree of realization.
  - C. Evaluation of the instructions and procedures pertaining to the system.
  - D. When original records are disposed of after microfilming, the method and authority for disposal.
  - E. The microform reduction ratio and format to ensure conformity with prescribed standards.
  - F. The microform production procedures:
    - 1. Recording and processing by in-house, government, or commercial; and
    - 2. Cost involved.
  - G. The storage and retrieval of the microforms:

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1. Type and number of files;
  2. Equipment used; and
  3. Distribution method.
- H. Uses and distribution of the microforms:
1. Use made by users;
  2. Equipment used; and
  3. Distribution method.
- I. Method for updates to the files:
1. Indexing of information;
  2. Updating of the microforms;
  3. Interfiling of new microforms; and
  4. Retrieving microfilmed information.
- J. Duplicate microform files:
1. Location of microforms;
  2. Purpose of duplicates; and
  3. Disposal methods.
- K. Reproduction:
1. Purpose of reducing hard copy prints;
  2. Number of duplicate microforms made in a given period;
  3. Equipment used.
  4. Number of paper copies made in a given period; and
  5. Disposal methods of duplicate.
- L. Procedures for microfilming information requiring permanent

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retention (archival microforms), both source document and COM, including the following specific items:

1. Was authority requested to preserve permanent records in microform and to dispose of original documents?
  2. Are microforms retained as permanent records produced on silver gelatin film?
  3. How many copies of the original microforms are prepared, what type of film is used, and where are copies sent?
  4. How is the silver original microform copy verified for completeness and accuracy before transferring to NARA?
  5. Do resolution and densities meet the standards prescribed in the Code of Federal Regulations (CFR), title 36, Part 1230, Micrographics?
  6. If original microforms are retained, do storage facilities meet the standards prescribed in the Code of Federal Regulations (CFR), title 36, Part 1230, Micrographics?
  7. When are microforms inspected for deterioration or other defects?
  8. Are microform duplicates used for reference/working purposes rather than microform originals?
- M. The interrelationship of the system with other micrographics system.