
CHAPTER 1. INTRODUCTION

- 1-1 Purpose. This handbook establishes the Departmental Micrographics Management Program. It prescribes the policies and procedures, authority, standards and responsibilities for effective micrographics management throughout the Department.
- 1-2 Applicability. This handbook applies to all Departmental offices, Headquarters, Regional and Field, requesting conversion of paper records to microform and/or requesting the purchase of micrographics equipment.
- 1-3 Objectives. The objectives of the Department's Micrographics Management Program are to:
- A. Provide better and less costly options to current paper systems;
 - B. Develop systems to support user needs;
 - C. Promote a compatible micrographics system;
 - D. Provide standards;
 - E. Ensure that all micrographics applications are reviewed and approved within the concept of the Department's micrographics program;
 - F. Capitalize on the experience gained from existing systems;
 - G. Provide security for vital records; and
 - H. Keep abreast of new developments in micrographics technology.
- 1-4 Authority for Micrographics Management.
- Legal references and regulations governing Federal Micrographics Management are as follows:
- A. 44 U.S.C. Chapters 29 and 33. "The Archivist of the United States is authorized to establish standards for the reproduction of records by photographic and micrographic processes with a view to the disposal of original records; to establish uniform standards within the Government for the creation, storage, use, and disposition of processed microform records; and to establish, maintain, and operate

centralized microfilming services for Federal agencies."

- B. 44 U.S.C. Chapters 29 and 31, give the Administrator of General Services and the heads of Federal agencies responsibility for the development and implementation of standards and programs for the management of Federal records. Such programs must encompass all types of records (whether paper, microforms, magnetic disks and tapes, or other media) at all levels of organization, Headquarters and Field.
1. "Issue internal regulations and procedures for the submission, review and approval or disapproval of proposed micrographics systems and applications;
 2. "Issue procedures for evaluating the continued efficiency and effectiveness of micrographics systems and applications;
 3. "Review ongoing micrographics systems periodically for conformance to established policies, procedures and standards;
 4. "Develop and maintain a complete and accurate inventory of micrographics production and reproduction equipment within the agency, e.g., cameras, processors, duplicators, etc., and
 5. "Assign responsibility for the review and approval of all micrographics systems to a specific office..."

1-5 Responsibilities for Micrographics Management.

- A. The Director, Office of Administrative and Management Services (OAMS), Office of Administration, assigns the following responsibilities to the Departmental Records Management Officer (DRMO), Management Information Branch/ASES, Management Services Division, OAMS:
1. Planning, directing, and administering Department-wide policies, procedures and standards governing micrographics;
 2. Preparing Departmental directives to ensure compatibility among micrographics systems and applications within the Department;
 3. Reviewing, analyzing and evaluating all existing and proposed

micrographics systems within the Department to ensure feasibility, continuing efficient operations, equipment utilization, and conformity with prescribed standards;

4. Reviewing and approving all new micrographics applications and/or systems before implementation, and all equipment and services before acquisition;
 5. Disseminating industry and Government standards, and/or developing Departmental standards, as appropriate;
 6. Coordinating the micrographics aspects of records retention and disposition with appropriate administrative and program officials;
 7. Providing consulting services, training and system studies or contracting services;
 8. Maintaining the Department-wide perpetual inventory of all micrographics equipment;
 9. Maintaining liaison with designated officials throughout the Department and external agencies on all matters affecting the Departmental Micrographics Management Program;
 10. Coordinating micrographics systems proposals involving computer output microfilm with appropriate automated data processing officials; and
 11. Complying with the cost comparison requirements of OMB Circular A-76, Performance of Commercial Activities, before establishing or approving any staffed, in-house micrographics capability.
- B. Headquarters and Regional organizations with micrographics responsibilities or equipment are responsible for:
1. Assigning responsibilities for the coordination and implementation of micrographics applications to a specific office/person within their respective elements and for notifying the Departmental Records Management Officer of those assignments. The assigned person will be called the Micrographics Liaison Officer (MLO) and will have the following responsibilities.
 - a. Establishing internal procedures for submitting proposed micrographics systems.
 - b. Identifying potential micrographics applications.

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- c. Conducting appropriate studies to determine micrographics systems feasibility and cost effectiveness.
 - d. Including in budget requests/forecasts requirements for microform equipment and supplies, and any other support equipment needed.
 - e. Reviewing existing micrographics applications to determine cost effectiveness, equipment compatibility and the potential for additional application.
 - f. Ensuring compliance with standards established by this handbook.
2. Submitting each proposed micrographics system study to the Departmental Records Management Officer in OAMS, for review and approval before implementation in accordance with this handbook. The same procedure must be followed for equipment and/or service before acquisition.
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