**CHAPTER 10:04:02**

**STANDARDS FOR MICROGRAPHIC RECORDS**

Section

10:04:02:01 Micrographic system requirements.

10:04:02:02 Additional micrographic requirements for long-term records.

10:04:02:03 Registration of micrographic projects.

10:04:02:04 Disposal of original documents.

10:04:02:05 Security micrographics film specifications.

10:04:02:06 Resolution specifications.

10:04:02:07 Density specifications.

10:04:02:08 Reduction ratio specifications.

10:04:02:09 Evaluation of system before use.

10:04:02:10 Preparation and arrangement of documents.

10:04:02:11 Identification and documentation of microfilm.

10:04:02:12 Identification of computer-output microfilm.

10:04:02:13 Quality control inspection.

10:04:02:14 Refilming.

10:04:02:15 Microfilm carton labels.

10:04:02:16 Integrity and use of security micrographic film.

10:04:02:17 Storage of security micrographic film.