**10:04:02:02.  Additional micrographic requirements for long-term records.** In addition to meeting other applicable requirements in this chapter, state agencies using micrographics as a substitute for long-term records must meet applicable industry standards and recommended practices for microfilming, processing, duplication, quality control, storage, identification, and inspection as set forth in the following:

(1)  ANSI/AIIM MS1-1996, Standard Recommended Practice for Alphanumeric Computer Output Microforms-Operational Practices for Inspection and Quality Control;

(2)  ANSI/AIIM MS17-2001, Rotary (Flow) Microfilm Camera Test Chart and Test Target – Descriptions and Use;

(3)  ANSI/AIIM MS23-2004, Recommended Practice – Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents;

(4)  ANSI/AIIM MS48-1999, Recommended Practice – Microfilming Public Records on Silver Halide Film;

(5)  ISO 3334:2006, Micrographics-ISO Resolution Test Chart No. 2-Decription and Use;

(6)  ISO 18901:2010, Imaging Materials. Processed Silver-Gelatin-Type Black-and-White Films. Specifications for Stability;

(7)  ISO 18906:2000, Imaging Materials. Photographic Films. Specifications for Safety Film; and

(8)  ISO 18911:2010, Imaging Materials. Processed Safety Photographic Films. Storage Practices.

**Source:** 11 SDR 91, effective January 15, 1985; 39 SDR 203, effective June 10, 2013.

**General Authority:** SDCL 1-27-16.

**Law Implemented:** SDCL 1-27-10, 1-27-12, 19-7-12.

**References:**

ANSI/AIIM MS1-1996, Standard Recommended Practice for Alphanumeric Computer Output Microforms-Operational Practices for Inspection and Quality Control. Copies may be obtained from Association for Information and Image Management, 1100 Wayne Ave., Suite 1100, Silver Spring, MD 20910, <http://www.aiim.org>; Cost: $33.00.

ANSI/AIIM MS17-2001, Rotary (Flow) Microfilm Camera Test Chart and Test Target – Descriptions and Use. Copies may be obtained from Association for Information and Image Management, 1100 Wayne Ave., Suite 1100, Silver Spring, MD 20910, [http://www.aiim.org;](http://www.aiim.org;l) Cost: $33.00;

ANSI/AIIM MS23-2004, Recommended Practice – Production, Inspection, and Quality Assurance of First Generation, Silver Microforms of Documents. Copies may be obtained from Association for Information and Image Management, 1100 Wayne Ave., Suite 1100, Silver Spring, MD 20910, <http://www.aiim.org>; Cost: $52.00;

ANSI/AIIM MS48-1999, Recommended Practice – Microfilming Public Records on Silver Halide Film. Copies may be obtained from Association for Information and Image Management, 1100 Wayne Ave., Suite 1100, Silver Spring, MD 20910, <http://www.aiim.org>; Cost: $33.00;

ISO 3334:2006, Micrographics-ISO Resolution Test Chart No. 2-Decription and Use. Copies may be obtained from American National Standards Institute, 25 W 43rd Street, 4th Floor, New York, NY 10036, [http://www.ansi.org](http://www.ansi.orgl); Cost: $70.00;

ISO 18901:2010, Imaging Materials. Processed Silver-Gelatin-Type Black-and-White Films. Specifications for Stability. Copies may be obtained from American National Standards Institute, 25 W 43rd Street, 4th Floor, New York, NY 10036, <http://www.ansi.org>; Cost: $126.00;

ISO 18906:2000, Imaging Materials. Photographic Films. Specifications for Safety Film. Copies may be obtained from American National Standards Institute, 25 W 43rd Street, 4th Floor, New York, NY 10036, <http://www.ansi.org>; Cost: $70.00;

ISO 18911:2010, Imaging Materials. Processed Safety Photographic Films. Storage Practices. Copies may be obtained from American National Standards Institute, 25 W 43rd Street, 4th Floor, New York, NY 10036, [http://www.ansi.org](http://www.ansi.orgl); Cost: $135.00