**10:04:02:08.  Reduction ratio specifications.** Micrographic systems used for long-term state government records must meet the following reduction ratio specifications:

(1)  A reduction ratio for microfilm of documents of 25 to 1 or 24 to 1 or less is required;

(2)  A reduction ratio for microfilm of documents of greater than 25 to 1 may be used only if the micrographic system can maintain the required quality index at the higher reduction; and

(3)  Computer-output microfilm must be at a reduction ratio of 48 to 1 or 24 to 1.

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

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

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