**10:04:02:17.  Storage of security micrographic film.** All original silver film of long-term state government documents must meet the following requirements:

(1)  Security micrographic film shall be stored in compliance with applicable industry standards and recommended practices as set forth in ISO: 18911:2010, Imaging Materials—Processed Safety Photographic Films—Storage Practices for archival (permanent) storage;

(2)  Security micrographic film may not be stored on the same premises as the original records or the working copies of the film;

(3)  The records officer shall inspect or have inspected all security micrographic film by sampling once a year for any image, base, or container degradation.

**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.

**Reference:** 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>. Cost: $135.00.