

## § 1237.30

(h) Document information about digital photographic images as they are produced. For permanent or unscheduled images descriptive elements must include:

- (1) An identification number;
- (2) Information about image content;
- (3) Identity and organizational affiliation of the photographer;
- (4) Existence of any copyright or other potential restrictions on image use; and
- (5) Technical data including file format and version, bit depth, image size, camera make and model, compression method and level, custom or generic color profiles (ICC/ICM profile), and, where applicable, Exchangeable Image File Format (EXIF) information embedded in the header of image files by certain digital cameras.
  - (i) Provide a unique file name to identify the digital image.
  - (j) Develop finding aids sufficiently detailed to ensure efficient and accurate retrieval. Ensure that indexes, caption lists, and assignment logs can be used to identify and chronologically cut-off block of images for transfer to the NARA.

### § 1237.30 How do agencies manage records on nitrocellulose-base and cellulose-acetate base film?

(a) The nitrocellulose base, a substance akin to gun cotton, is chemically unstable and highly flammable. Agencies must handle nitrocellulose-base film (used in the manufacture of sheet film, 35 mm motion pictures, aerial and still photography into the 1950s) as specified below:

- (1) Remove nitrocellulose film materials (*e.g.*, 35mm motion picture film and large series of still pictures) from records storage areas.
- (2) Notify the National Archives and Records Administration, Modern Records Program (NWM), 8601 Adelphi Road, College Park, MD 20740, phone number (301) 837-1738, about the existence of nitrocellulose film materials for a determination of whether they may be destroyed or retained after a copy is made by the agency for transfer to NARA. If NARA appraises nitrate film materials as disposable and the agency wishes to retain them, the agency must follow the standard NFPA

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40-2007 (incorporated by reference, see § 1237.3).

(3) Follow the packing and shipping of nitrate film as specified in Department of Transportation regulations (49 CFR 172.101, Hazardous materials table; 172.504, Transportation; 173.24, Standard requirements for all packages; and 173.177, Motion picture film and X-ray film—nitrocellulose base).

(b) Agencies must inspect cellulose-acetate film periodically for an acetic odor, wrinkling, or the presence of crystalline deposits on the edge or surface of the film that indicate deterioration. Agencies must notify the National Archives and Records Administration, Modern Records Program (NWM), 8601 Adelphi Road, College Park, MD 20740, phone number (301) 837-1738, immediately after inspection about deteriorating permanent or unscheduled audiovisual records composed of cellulose acetate so that they can be copied by the agency prior to transfer of the original and duplicate film to NARA.

## PART 1238—MICROFORMS RECORDS MANAGEMENT

### Subpart A—General

Sec.

- 1238.1 What is the scope of this part?  
1238.2 What are the authorities for part 1238?  
1238.3 What definitions apply to this part?  
1238.4 What standards are used as guidance for this part?  
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### Subpart B—Microfilming Standards

- 1238.10 What are the format standards for microfilming records?  
1238.12 What documentation is required for microfilmed records?  
1238.14 What are the microfilming requirements for permanent and unscheduled records?  
1238.16 What are the microfilming requirements for temporary records, duplicates, and user copies?

### Subpart C—Storage, Use, and Disposition Standards for Microform Records

- 1238.20 How must microform records be stored?