

APPENDIX D

REIMBURSABLE MICROFILM SERVICE PROVIDED
BY FEDERAL RECORDS CENTERS

1. Services. Federal Records Centers offer a wide range of microfilming services on a cost-reimbursable basis. Services include:

a. Surveys. Micrographic system surveys are conducted to determine the feasibility of microfilm projects, format recommendations, and cost proposals.

b. Auxiliary services. These services include film processing, aperture card mounting, roll-to-roll duplication, microfiche duplication, and film inspection.

c. Security storage. Centers store original silver halide microfiche negatives in environmentally controlled vaults.

2. Requests for Services.

a. The naval activity will be asked to provide instructions, specifying the location of the records to be filmed; the description of the records, including the volume, size, and physical condition; filming arrangement and the nature and frequency of additions, changes, deletions, etc.; the size and the format of the film to be used and the reduction ratio at which the documents are to be filmed; the type of microfilm reader to be used; and the number and type (silver, diazo, or vesicular) of reference copies.

b. Requests for assistance should be sent to the federal records center servicing the activities' geographic area.