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TITLE 1 GENERAL GOVERNMENT ADMINISTRATION CHAPTER 14 MICROPHOTOGRAPHY SYSTEMS

PART 2 MICROPHOTOGRAPHY SYSTEMS, MICROPHOTOGRAPHY STANDARDS

1.14.2.1 ISSUING AGENCY. NM Commission of Public Records (NM State Records Center and Archives)

[7-29-96; 1.14.2.1 NMAC- Rn, 1 NMAC 3.2.60.1.1, 12-29-00]

**1.14.2.2 SCOPE.** All state agencies [7-29-96; 1.14.2.2 NMAC – Rn, 1 NMAC 3.2.60.1.2, 12-29-00]

1.14.2.3 STATUTORY AUTHORITY. Sections 14-3-2, 14-3-15 and 14-3-17 of the Public Records Act (Chapter 14, Article 3 NMSA 1978) gives the state records administrator review and approval authority over microphotography systems of state agencies, and gives the commission of public records authority to establish microphotography standards. The operation of any microphotography system requires the written approval of the state records administrator, and compliance with the minimum standards established by the commission of public records.

[6-8-74...7-29-96; 1.14.2.3 NMAC - Rn, 1 NMAC 3.2.60.1.3 & A, 12-29-00]

1.14.2.4 **DURATION**. Permanent

[7-29-96; 1.14.2.4 NMAC - Rn, 1 NMAC 3.2.60.1.4, 12-29-00]

- **1.14.2.5 EFFECTIVE DATE.** July 29, 1996, unless a later date is cited at the end of a section. [7-29-96; 1.14.2.5 NMAC Rn, 1 NMAC 3.2.60.1.5 & A, 12-29-00]
- 1.14.2.6 OBJECTIVE. To ensure uniformity, legal acceptability, and to facilitate the microphotography of public records of government entities, the following standards, targets, and image sequence and spacing shall be adopted for source document microphotography.

  [6-8-74...7-29-96; 1.14.2.6 NMAC Rn, 1 NMAC 3.2.60.1.6 & A, 12-29-00]

## 1.14.2.7 DEFINITIONS.

- **A.** "Administrator" means the state records administrator and the individual responsible for carrying out the purposes of the Public Records Act, specifically Section 14-3-15 NMSA 1978.
- **B.** "Agency" means any state agency, department, bureau, board, commission, institution or other organization of the state government, including district courts. See Sections 14-3-2 and 14-3-15 NMSA 1978.
- **C.** "Approved microphotography system" means a microphotography system that has been approved in writing by the administrator under the provisions of Section 14-3-15 NMSA 1978.
- **D.** "CD-ROM mastering process" means the creation of the first recording (the master) in the compact disk-read only memory replication process.
  - **E.** "CD-ROM premastering" see premastering.
- **F.** "Compact disk" means read-only optical disk available in formats for audio, data and other information.
- **G.** "Compact disk-read only memory" means optical disk that is created by a mastering process and used for reading.
- **H.** "Compact disk-write once read many" means an optical disk that is written and then available for reading.
- "Density" means the light-absorbing or light-reflecting characteristics of a photographic image, filter, etc.; or the number of pixels per square inch.
- J. "Dots per inch" means the measurement of output device resolution and quality, e.g., number of pixels per inch on display device. Measures the number of dots horizontally and vertically.
- **K.** "Enhancement algorithms" means the set of techniques for processing an image so that the result is visually clearer than the original image.
- L. "JPEG" means the specific compressed image file format specified by ISO. [See JPEG acronym]

1.14.2 NMAC