

BUDGET BUREAU NO. 29-5301  
 APPROVAL EXPIRES NOV. 30, 1953

PAGE

OF

GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE

MICROFILM SURVEY - ORGANIZATION UNIT REPORT  
 EQUIPMENT INVENTORY

DATE

1. NAME OF AGENCY	2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)
	3. APPROPRIATION
4. LOCATION (Street and city address of organization unit listed in Block 2)	5. LIAISON (Name, title and location of organization unit official who will be available to answer possible questions arising from survey)

DESCRIPTION (A)	TYPE (B)	MAKE (C)	MODEL NUMBER (D)	UNITS OWNED (E)		UNITS RENTED (F)	
				NUMBER	COST	NUMBER	COST
Camera	16MM	Burroughs	(BH 190-E)	3	6050.00		
Camera	16MM	Recordak	(RE)	-	-	4	41.00**
Camera	35MM	Recordak	(D)	13	1640.00		
Camera	35MM	Recordak	(E)	9	1705.00		
Camera	35MM	Diebold	(9046)	1	2600.00		
Camera	16MM	B&H	(19A)	4	3850.00		
Camera	35MM		(CR-35)	3	750.00		
Camera	35MM	Bolsey	-	3	200.00 X		
Camera	35MM	Bolsey	(311-A)	1	179.50 X		
Feeder	16MM	Recordak	(FE)	-	-	1	3.00
Viewers	35MM	Diebold	(92-02)	6	795.00		
Viewers	35MM	Diebold	(92-01)	13	615.45		
Viewers	35MM	Recordak	(C)	1	200.00		
<del>Readers</del>	<del>Micro</del>	<del>-</del>	<del>-</del>	<del>7</del>	<del>191.50</del>		
Readers	Micro	Recordak	(P-10)	-	-	3	5.00
Readers	Micro	Diebold	(92-01)	-	-	1	-
<del>Projector</del>	<del>-</del>	<del>Recordak</del>	<del>(E)</del>	<del>1</del>	<del>250.00</del>		
Camera Head	35MM	Recordak	(E)	3	960.00		
Processor	16MM	B&H	(192-A)	1	3935.00		
Processor	16 or 35MM	Houston	(S22-B)	1	9390.92		

\*\*Rental cost of camera includes the cost of Constant Voltage Regulator and Exposure Control.

## I N S T R U C T I O N S (General)

### DEFINITIONS

As used in instructions covering this survey the term:

1. "Agency" means a department or independent establishment of the government.
2. "Organization unit" means any unit of organization of an agency which performs micro-filming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
3. "Appropriation" means the appropriation financing the purchase of equipment. If several appropriations were involved, each should be listed with amount charged to each.
4. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
5. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples, and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

### COLUMN

- A. Enter the various types of equipment (cameras, readers, etc.) in inventory. (that is equipment in use as well as in storage or on loan to other organization units as of the date the questionnaire is prepared.)
- B,C,&D. List on separate line each type, make and model of microfilm camera, automatic feeder, enlarger and automatic film-processing and film-printing equipment and readers used in filming and inspection processes.
- E. Indicate number and cost of units owned by organization unit.
- F. Indicate number and cost of units rented by organization unit.