

DRAFT:RHW:es (23 Sept 70)

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Survey of Records for Potential Microform Applications

1. During the past 18 months there have been several studies and a great deal of discussion about the development of a program for microfilming Agency records as a means of getting some relief for the critical space problem at our Records Center as well as in headquarters office space. There is a consensus among experts in the field that only rarely can microfilming be justified for the primary purpose of conserving space. The real pay off on microforms comes from designing systems intended to provide efficient, accessible, and accurate means of manipulating records in current use to meet the present and future information processing needs of the organization.

2. Developing well planned, integrated information processing systems that will serve valid requirements must continue to be the goal and microforms should be used when they will contribute to the attainment of that goal. Nevertheless, the Printing Services Division has suggested that there may be collections of records in the Agency which could prove to be exceptions to the rule about the cost effectiveness of using microforms for the primary purpose of saving space, particularly since the Printing Services Division has the capacity to process large quantities

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we believe it would be worthwhile to undertake a cost benefit analysis of a few carefully selected collections of records.

3. The May-June 1970 issue of the Navy Management Review (copy attached) is devoted entirely to issues and problems of microform technology. The article on page seven "How Microforms Help Solve Typical Information Problems" presents a good capsule view of the factors to be considered in choosing microforms to solve information handling problems. We would like to start our analysis by identifying record collections in your Offices which meet as many as possible of the criteria identified in that article. A special form (attachment B) has been developed to facilitate the collection of information needed for this survey.

4. Representatives of the Support Services Staff and the Printing Services Division will review information collected in this survey in terms of broader system implications as well as the feasibility of treating them as independent applications. Additional data will be developed as required to determine which record collections may lend themselves most effectively to being used as preliminary pilot projects.

5. It is requested that you review your major record and document collections to help in identifying areas where it might pay to use microfilm. Questions regarding this survey may be addressed I would appreciate your sending your response to the Chief/SSS by 1 November 1970.

R. L. Bannerman
Deputy Director
for Support

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