

RECORDS MANAGEMENT HIGHLIGHTS DURING THE YEAR

Fiscal Year 1971 proved to be a good one for the Records Management Division. While old programs were not neglected, progress was made in our efforts to manage and control more effectively the records of State and local agencies of government. For the first time, we provided a complete in-house computer-output microfilm service for State agencies and we acquired additional space for the storage and servicing of the State's semi-current records.

The Records Management Division assumed computer-output microfilm (COM) responsibility in June 1968 and acquired in-house capability in June 1970. Since the Hall of Records has become increasingly active in microfilming since its first camera was purchased in 1941, it seemed a natural extension of our central microfilm service.

The use of microfilm by the Hall of Records, as originally implemented, was limited to the conversion of records of permanent value occupying prime office space, or records judged to have sufficient value to justify the creation of a security copy. Thus, from space saving and security, our use of microfilm has progressed to procedural and finally information dissemination.

During the period 1968-1970, we used commercial service bureaus for COM conversion. Our Division had responsibility for negotiating with the various COM service bureaus regarding price and turn-around time, coordinating the transfer of the magnetic tapes to the service bureau, inspecting the camera film for quality and completeness, duplicating and packaging the multiple copies, and making recommendations to the operating agencies concerning the acquisition of microfilm retrieval equipment.

Our experience with COM service bureaus was not a happy one. There were problems of quality and delivery. Thus, we were pleased when, with the assistance of the State's ADP Coordinator, the Department of Budget and Fiscal Planning authorized us to acquire in-house capability and to operate a COM program on a service bureau basis. Forty-one programs for eight State agencies are generated directly from magnetic tape to microfilm in the Annapolis Records Center. They range in size from 2,000 to 132,000 images (pages). Thus, we are supporting large volume, high access information systems through the use of microfilm. I wish to describe briefly one of the programs in our Income Tax Division for the Comptroller of the Treasury.

The Alphabetical Index to Income Tax Returns is the basic guide to the processed returns. This Index provides access to two million individuals returns filed with the Income Tax Division each year. The conversion of the file to microfilm began in 1954 as a space saving application and our microfilm facility had sole responsibility for the conversion.