

and is looking for help in such areas as retention plans, backup systems, and security of his files.

The records manager has been given a chance to get involved in the data processing operations. He not only can exert more influence in the development of total records systems, but he also has the opportunity to make provisions for the preservation of those magnetic based records which will become the archives of the future.

Our experience with computer-output microfilming during our first year of in-house operation has been rewarding. We have successfully demonstrated that we can save a great deal of computer time and substantially reduce the total cost of records processing. Interest in our COM program is continually increasing and new applications are being evaluated. While we were able to recover only the funds expended this year for supplies and equipment through the charges made for the service, we expect to recoup our personnel costs and, perhaps, even reduce the cost of the service to State agencies during the next two years.

In addition to our COM program, we continued our other microfilm services. The engineering drawing project begun last year to microfilm the plans of schools and public structures used by the Fire Marshall, the Health Department, the Department of Education, and the Division of Engineering and Design of the Department of General Services, made only modest progress. The poor quality of the drawings to be microfilmed and the failure of the potential users of this service to develop a uniform numbering system for those drawings of mutual interest have limited the expansion of this project. We have encouraged the agencies to develop a uniform numbering system and set up standards for drawings and some progress is being made. However, until standards are established, the engineer drawing project cannot support an active retrieval program.

The microfilm security program for the land records, improved and simplified by legislation last year, eliminating the marginal notation of mortgage release, has now been implemented in all but one of the counties. This exception resulted from a misunderstanding of an opinion requested from the Attorney General by the Clerk of the Circuit Court. This misunderstanding should be resolved soon and the procedures established by the legislation applied statewide.

Considerable attention has been devoted to the use of microfilm, especially computer-output microfilm (COM), thus far in this report. However, our central microfilm service is but one aspect of our records management program. In order to avoid any misunderstanding of our overall program, perhaps I should put out use of microfilm in perspective.

The Records Management Program, basically, is composed of four inter-related functions: (1) establishing records retention and disposition schedules; (2) operating records centers; (3) providing a consulting and advisory service; and (4) operating a central microfilm