

Projection Prints

Cash	63	271 pages
Office	2	2 "
	<u>65</u>	<u>273 "</u>

Microfilm

Cash	3	1,720 images
Office		100.005 "
	<u>3</u>	<u>101,725 "</u>

Cash received in payment for photographic services: \$2,572.39

CIRCULATION

The research facilities of the Hall of Records were used by more visitors than in any year since its opening. Moreover the rate of increase was greater than ever before. Both the number of researchers and the number of items circulated will no doubt increase in the future, but the upward curve has proved to be irregular and it is never certain that any one year will exceed the previous one.

Visitors

1959-1960.....	1,731
1960-1961.....	1,766
1961-1962.....	2,102

Records Circulated

1959-1960.....	10,266
1960-1961.....	9,926
1961-1962.....	12,326

Late in fiscal year 1961, for the first time, we began the use of form letters in replying to certain kinds of inquiries. I am glad to report that in the first full year of their use, that is fiscal year 1962, these form letters have reduced the number of dictated replies by half. The time thus saved has made it possible for us to care for the increased business of the Research Room without any addition to our staff.

Queries Answered by Letter

	Form Letters	Letters Dictated
1961-1962.....	668.....	660