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RECORDS MANAGEMENT DIVISION

The increasing use of computer-based records systems by State agencies has resulted in the modification of certain programs of the Division. The programs most affected are records scheduling, records storage, and microfilming.

The Gasoline Tax Division of the Comptroller of the Treasury asked us to assist in developing a records system to reduce in volume, and to make more accessible, all of its records. As reported last year, an informal committee began a study of the problem in May 1967, and subsequently recommended the conversion of many Gasoline Tax Records to microfilm. The recommendations of the committee were approved, and the task of developing the records system was undertaken as a joint venture.

Following trips by staff members of both Divisions to observe various computer-microfilm systems in operation, it was decided to develop a records program to take advantage of machine capability in three areas: machine preparation and maintenance of records schedules; conversion of all source documents to microform; and the deposit of paper records in the records centers within thirty days after creation or receipt. This program has not yet been completed, primarily because of equipment shortages. The techniques have been proven feasible, and trial runs have shown that the system can pass schedule updating and other repetitive work to the machine.

The Gasoline Tax record project introduced the Records Management Division to the conversion of data-processed information to microfilm, and we have, therefore, been able to aid the State Police in enforcing the motor carrier laws. The State Police operate a number of stations on the highways where truck weight limits and tax regis-