

Another phase of records management which is of value to other State agencies in reducing the bulk of their records is the substitution of microfilm copies for the originals. During much of the year we were unable to take full advantage of the economies which this application of microphotography can make available because of the effects of an opinion of the Attorney General which prevented the destruction of certain types of records, even though a microfilm copy had been prepared for permanent preservation. However, Chapter 82 of the Acts of 1956 removed this impediment in June. A total of 818,255 exposures were made of records for eight agencies. These exposures are contained on 284 rolls of 16mm and 11 rolls of 35mm microfilm.

While the other activities of the Division's microfilm staff are presented in this section of the *Report of the Archivist*, some of the accomplishments listed were the results of a cooperative effort. Again this year, the Commissioner of the Land Office was provided with microfilm copies of the currently recorded county land records and the State Tax Commission, with copies of current deeds for its tax map program. Our personnel continued to film these records in seven counties. In the remaining sixteen counties which either prepare their own microfilm copies or use the projection print recording program carried on through Hall and McChesney, they supervised this work and inspected the completed film. In addition, the staff cooperated in the Hall of Record's long-term program of providing insurance copies of all major county record series, both by filming a number of these series and inspecting the microfilm copies of others prepared for us by the counties. In the course of the year, a total of 107,456 exposures of county records were made by Division personnel and an additional 408,325 exposures were received and inspected.

Although the major effort of our campaign for better records management practices was directed toward the control of records after they were created, some attention was given to the problems of reducing the quantity of records made as well as improving their usefulness. No broad-scale program to control the creation of records has been developed, but in the work incident to establishing retention and disposal schedules some progress was made in these areas. As our program expands, paperwork management will, of course, play an increasingly important role; but here it might not be amiss to call attention to a few examples of the work which has already been accomplished in this field. A reduction of almost seventy per cent was made in the size of the printed copies of the executed contracts of the State Roads Commission by eliminating from them the standard specifications which may be secured as a separate document, if needed. We also are cooperating with the Department of Health in an effort to prevent the unnecessary duplication of information