

	<i>No. of Orders</i>	<i>Pages</i>	<i>Cash Receipts</i>
<i>Photostats</i>			
Cash.....	570	4,296	\$2,288.64
Office.....	57	460	
Other State Agencies.....	12	676	
	<u>639</u>	<u>5,432</u>	
<i>Projection Prints</i>			
Cash.....	76	364	\$ 201.50
Office.....	3	40	
	<u>79</u>	<u>404</u>	
<i>Microfilm</i>			
Cash.....	4	2,751 images	<u>\$ 134.59</u>
Office.....		241,009 "	
		<u>243,760 images</u>	
<i>Summary</i>			
Photostats.....	639	5,432 pages	\$2,288.64
Projection Prints.....	79	404 "	201.50
Microfilm.....		243,760 images	<u>134.59</u>
Cash received in payment for photographic services:			<u>\$2,624.73</u>

## CIRCULATION

I am gratified to report that the use of our facilities continues to grow. The increase in record use by people who come to the Hall of Records and the actual number of researchers have both been greater than ever before. This is fortunate because with the same staff we could not have cared for a large increase in correspondence. As it is we become more and more dependent on the form letters which we adopted only two and a half years ago. For the first time the number of forms sent out surpassed the number of conventional letters. Unfortunately, our staff has had little time for preparing indexes and other tasks which we were able to perform in the years when our facilities were not so taxed. We have made this problem especially difficult by staying open on Saturdays and on State Holidays, thus further stretching our professional staff.

### *Visitors*

1960-1961 .....	1,766
1961-1962 .....	2,102
1962-1963 .....	2,465

### *Records Circulated*

1960-1961 .....	9,926
1961-1962 .....	12,326
1962-1963 .....	15,066

### *Queries Answered by Letter*

	<i>Form Letters</i>	<i>Letters Dictated</i>	<i>Total Letters</i>
1962-1963 .....	873	697	1570
1961-1962 .....	668	660	1320
1960-1961 .....	100	1,403	1503