

| <i>Photostats</i> | <i>No. of Orders</i> | <i>Pages</i> | <i>Cash Receipts</i> |
|------------------------------|--------------------------|----------------------|--------------------------|
| Cash | 750 | 5,425 | \$3,065.00 |
| Office | 39 | 1,979 | — |
| Other State Agencies | — | — | — |
| | <hr/> 789 | <hr/> 7,404 | <hr/> \$3,065.00 |
| <i>Projection Prints</i> | | | |
| Cash | 83 | 549 | \$ 313.00 |
| Office | 5 | 77 | — |
| | <hr/> 88 | <hr/> 626 | <hr/> \$ 313.00 |
| <i>Microfilm</i> | | | |
| Cash | 7 | 878 images | \$ 43.80 |
| Office | 28 | 227,491 images | — |
| | <hr/> 35 | <hr/> 228,369 images | <hr/> \$ 43.80 |
| <i>Summary</i> | | | |
| Photostats | | 7,404 pages | \$3,065.00 |
| Projection Prints | | 626 pages | 313.00 |
| Microfilm | | 228,369 images | 43.80 |
| | | | <hr/> \$3,421.80 |
| Microfilm Inspected | | 403 reels | |

During the year we had 1,490 reels of positive microfilm prints made of negative microfilm copies of county land records. The positives have been assigned the same reference numbers and shelved in place of the negatives which have been stored in a special area of the stacks. This is part of a continuing program and we expect eventually to duplicate all of our negative microfilm in this fashion.

CIRCULATION

The comparative tables below indicate a drop in the number of visitors to the Hall of Records last year and a consequent drop in the number of items circulated. On the other hand, the number of letters answered increased thirteen per cent over the last fiscal year and twenty-five per cent over the preceding year. It is this correspondence which takes up the maximum amount of time of the staff. A working visitor registers and calls for his records which may or may not be too easy to supply depending on his skill in their use, but to reply to an inquiry sometimes takes a day or two of the staff member's time. We try to maintain prompt service as in the past: it is rare that a letter remains unanswered for as long as a week.