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WISCONSIN STATE HISTORICAL SOCIETY, *Annual Report of the Division of Archives and Manuscripts, 1967-1968*. Processed. Exchange.

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RECORDS MANAGEMENT PROGRAM

In the *Report* of the Archivist for last year, an account was given of the joint efforts of our Division and the Gasoline Tax Division of the Comptroller of the Treasury to develop a records system that would combine the advantages of the computer and microfilm. At the beginning of the year we were converting computer generated reports to microfilm using a semi-automatic microfilmer and were providing microfilm copies of the reports to the State Police to assist them in enforcing the motor carrier laws.

The distribution of a microfilm copy of the enforcement records to each station on the highways where truck weight limits and tax registrations were checked greatly reduced the time previously required to check individual trucks. Heretofore, each station, because of the limited number of paper copies of the enforcement records which could be prepared by the computer had to telephone to a central location for the required information needed on truck registration. The new system, however, still had serious disadvantages. First, the reports had to be printed by the computer before they could be microfilmed which was both time-consuming and uneconomical. Secondly, the clerical effort required to microfilm the printed reports was so great that the reports could not be updated as often as needed.

In order to overcome these disadvantages, our Division and the Gasoline Tax and Data Processing Divisions of the Comptroller of the Treasury designed a records program using computer output microfilming (COM). Computer output microfilming is the conversion of computer generated magnetic tapes directly to microfilm with no intervening paper copy. It is accomplished through the use of a COM device which serves as a substitute for the computer mechanical printer. The COM produces microfilm records at a speed within the range common to magnetic tape equipment used in computer systems and COM devices now available will accept and record data at 90,000