

characters a second, or approximately 300 pages per minute. The COM also records information on film in the same format and sequence as the computer mechanical printer. Its major advantages are high recording speed, elimination of paper copies, and the ability to code the microfilm for visual or mechanical retrieval.

The decision to adopt a records system using computer output microfilming necessitated a number of changes before it could become operative. The computer programs, designed for printing paper copies, had to be modified for printing directly on microfilm. Arrangements were made with a commercial service bureau for the conversion of the magnetic tapes to film. Microfilm duplicating equipment had to be secured that would enable the Records Management staff to duplicate the COM film quickly and in the number of copies desired. These changes were accomplished early in the year and the record program became fully operative.

This is a successful program. The computer time formerly required to prepare paper copies of the enforcement reports as well as the cost of the reports has been reduced substantially. On a monthly basis the COM program saves the Gasoline Tax Division twenty-eight hours of computer time and reduces its data processing costs by \$776. The reports are updated weekly, instead of monthly, increasing the number of pages produced by 126,000. The rental of a Kalvar microfilm duplicator for our use by the Gasoline Tax Division also has enabled us to quickly provide the microfilm copies in the quantity needed. Thus the enforcement reports are now prepared weekly and have proven valuable in collecting taxes on motor fuel used by large trailer-trucks operating on State highways and in accelerating the detection of deliberate violations of the motor carrier laws. In addition, more than a dozen other periodic reports used in the offices of the Gasoline Tax Division are now being printed directly on microfilm. All of the microfilm is coded to facilitate retrieval.

The success of the Gasoline Tax program led to a search for other applications. We conducted a number of seminars and demonstrations for potential users of computer output microfilming in the State government with emphasis on data processing personnel. This educational effort soon resulted in the conversion to microfilm of the Income Tax Division's alphabetical index to income tax returns on a current basis. Again, we provided multiple copies of the file for dis-