

has been gained. However, it seems appropriate here to summarize the contribution of the COM in terms of its impact on the data processor, the information user, and our Records Management Program.

What does COM do for a data processing installation? The COM will increase computer efficiency from seventy-five to ninety percent by writing directly on magnetic tape, bypassing the line printer. One microfilm installation has been justified on a run that required less than one computer hour for printing on the impact printer. With COM, it is no longer necessary to misuse the computer as a printing press. More than 115 computer hours are saved each month in the Annapolis and Baltimore Data Centers through the use of the COM print option. By preparing a COM formatted tape, computer output becomes input to an information system that increases data accessibility and usefulness.

What does COM do for the information user? The COM quickly generates micro-images on film — film that is economically duplicated and quickly distributed to the user. The film can be coded to speed retrieval and viewers are now available that can satisfy the most sophisticated applications.

The COM program has developed to such an extent that the Records Management Division is now supporting large volume, high access information systems. In-house COM capability will permit this service to grow in volume and improve in quality. The conversion of magnetic tape directly to microfilm made it unnecessary to create 6,000 cubic feet of paper records this year.

Many of the significant decisions on records programs are now being made by data processing systems analysts. The COM program requires the close cooperation of this Division and the data processing organizations and permits records managers to participate in the design and development of computer-based records programs.

The engineering drawing project also was begun late in the year. We purchased a Kodak MRG-1 precision camera in April for operation in the Baltimore Record Center. Considerable delay was encountered because of incorrect product specifications for electrical power and unsatisfactory camera resolution.

This project was originally intended to microfilm the plans of schools and public structures used by the Fire Marshal, the